

BY-LAWS

**HOPPERS CROSSING NETBALL ASSOCIATION
INCORPORATED**

Registration Number: A0102169M



Updated May 2026

BY-LAWS

These Bylaws oversee the Hoppers Crossing Netball Association Inc (**HCNA**). They are the operating procedures that determine the conduct of the Competitions and its members. Any amendments to these Bylaws come into effect on the date they are approved by the Committee and will remain in force until amended, repealed or replaced.

From time to time the Association may need to resolve an issue that is not contemplated or fully addressed through these By-Laws. Not all situations, circumstances and events can be foreseen at the time of drafting By-Laws.

To resolve any such issues the Association will in the first instance draw upon the knowledge and experience of its Committee members. Additional reasonably available resources may also be utilised, with particular reference to the resources, policies, model By-Laws and guidelines produced by Netball Victoria.

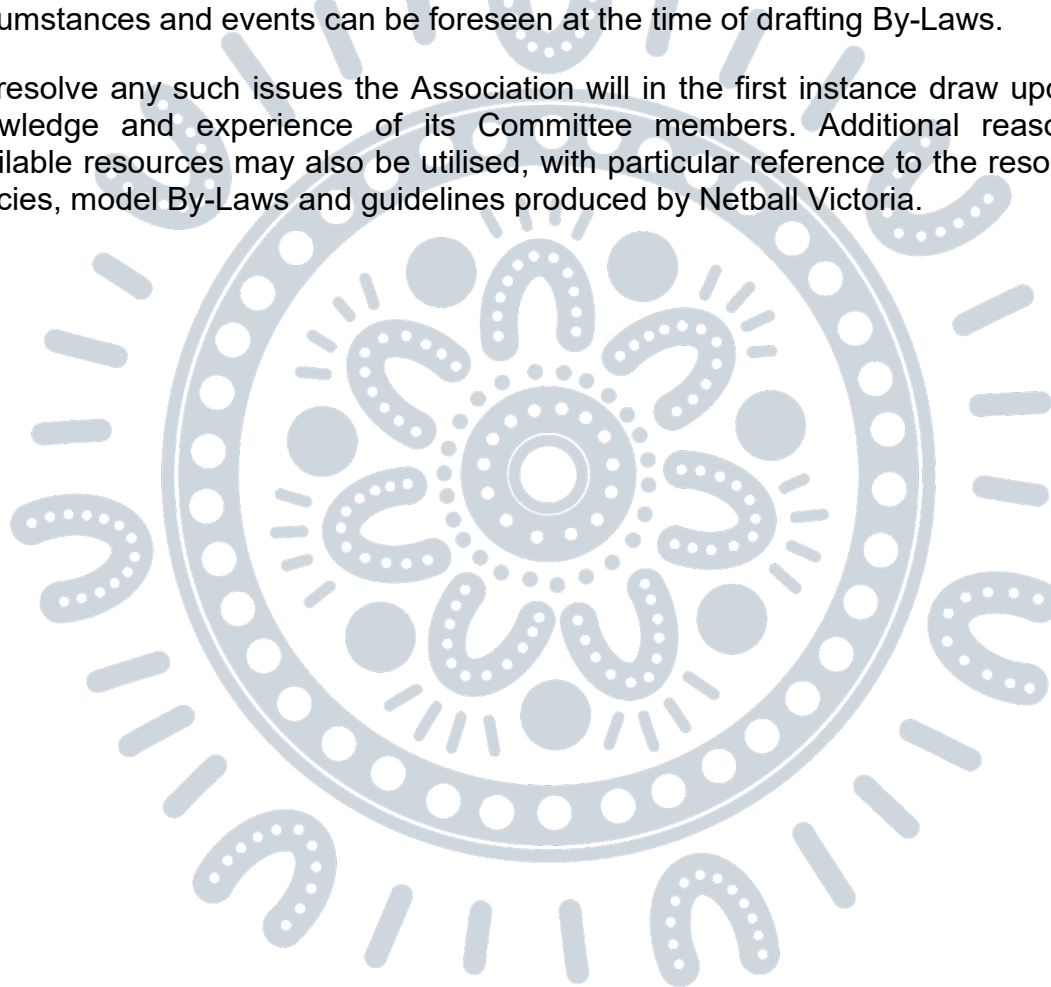


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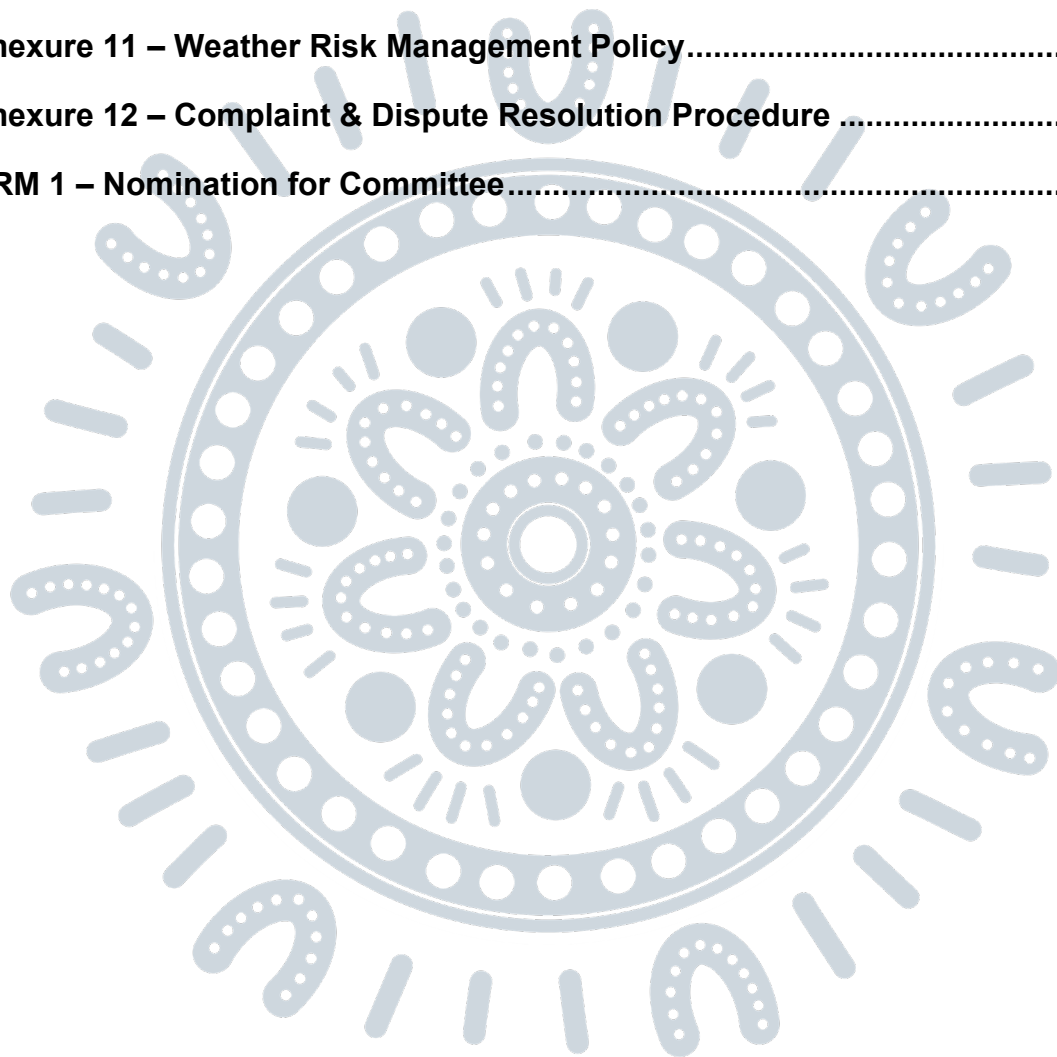
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Definitions

Annual General Meeting:	Meeting held by the Association which require the attendance of a voting delegate (aged 15yrs +) can otherwise be known as a General Meeting.
Association:	The Hoppers Crossing Netball Association Incorporated.
Association Committee:	Committee consisting of those elected as Executive Committee or General Committee at the Annual General Meeting
Autumn Season:	runs in the first half of the Competition Year.
Away Team	is the team listed second on the fixture in Netball Connect and the score sheet
Borrowed Player	a player already registered to HCNA in that current Autumn or Spring Season
By-Laws:	Additional rules which apply to members and generally deal with internal and administrative matters. The By-Laws are made under the Constitution. Accordingly, the By-Laws are subordinate to the constitution and must not be inconsistent with the Constitution. The Association must have a clause in the Constitution that provides the power to the Committee to make and/or alter the By-Laws
Calendar Year;	1 January to 31 December of that Competition year.
Club/ Team Contact:	a nominated individual who will serve as the liaison between the Club/Teams and HCNA.
Constitution:	The constitution of the Association. It may otherwise be referred to as the Rules of Incorporation or Statement of Purposes and Rules.
Executive Committee:	Committee consisting of the elected President, Vice President, Secretary and Treasurer.
Fil in player	a player that is not registered to HCNA for the current Autumn or Spring Season

Game Fees:	amount payable to the Association to register for either Autumn or Spring Season.
Home Team	is the team listed first on the fixture in Netball Connect and the score sheet
Individual Teams:	standalone teams that are not part of a club.
Member:	Any player, team, club or other person(s) as per the Constitution.
Mossfiel Reserve:	playing venue of HCNA at Mossfiel Reserve, Hoppers Crossing, Victoria.
Registered Non-playing delegate:	Is a registered person(s) that is associated with a team (<i>coach; assistant coach; team manager</i>) that is able to vote (15yrs+)
Rules:	The rules of the Hoppers Crossing Netball Association Incorporated and include the Statement of Purposes
Spring Season:	runs in the second half of the Year.

BY-LAWS

1. Annual General Meetings

- a Annual General Meeting of the Association will be held at the discretion of the Committee: in accordance with **item 10** of the Statement of Purposes and Rules, with a minimum of one (1) meeting per year.
- b One (1) team member or registered non-playing delegates from each team must attend the Annual General Meeting.
- c Penalty for a breach of clause 1(b) above shall be the loss of four (4) premiership points.
- d Team members or registered non-playing delegates (player; coach; assistant coach or team manager) representing their team at the Annual General Meeting must be 15 years or older.
- e For any Member wanting to nominate for the Association Committee, must complete the nomination form outlined in **FORM 1 – Nomination for Committee** attached and file with the Registrar prior to the Annual General Meeting.
- f Position Descriptions for the Association are outlined as follows:
 - i Appendix 1 – Duty Description – President
 - ii Appendix 2 – Duty Description – Secretary
 - iii Appendix 3 – Duty Description – Treasurer
 - iv Appendix 4 – Duty Description – Vice-President
 - v Appendix 5 – Duty Description – Registrar
 - vi Appendix 6 – Duty Description – Umpire Co-



Ordinator

- vii Annexure 7 – Duty Description - Canteen Manager
- viii Annexure 8 – Duty Description – Administration Officer
- ix Annexure 9 – Duty Description – General Committee Members

2. Voting

- a Shall be by a show of hands unless otherwise directed by the Association.
- b Only one (1) delegate is permitted to vote on behalf of each team represented

3. Committee Meetings

Any **officer** of the Committee who fails to attend three (3) consecutive meetings (including Committee Meetings) without an accepted apology that has been forwarded to the Secretary shall be dismissed from office and a replacement made in accordance with the Statement of Purposes and Rules of the Association

4. Correspondence

The Secretary must list any relevant correspondence at any meeting(s) and make available upon request to any authorised person.

5. Information to Clubs

- a The Association shall provide the following information to all Clubs and/or individual teams:
 - i Association Constitution and By-Laws if requested;
 - ii Association calendar of events; season dates (including Finals Series); and
 - iii Details of any courses/seminars that the Association is aware of.
- b The Association will ensure that clubs/teams are aware of and



follow the correct administrative procedures and adhere to these By-Laws.

6. Club and Team Registration

- a All teams wishing to enter the competition must complete and submit on Netball Connect the team entry on or before the closing date and time.
- b A Club/Team applying for entry into the Association must:
 - i complete the appropriate registration, including giving details of names; addresses and telephone numbers of Club/Team contact along with details of the team uniform with the Registrar.
 - ii Abide by the policies and By-laws of the Association.
 - iii Abide by Netball Victoria's Codes of Behavior of Players, Coaches, Spectators and Parents.
 - iv Register players via Netball Connect prior to the commencement of any season. Players must be eligible per clauses 8.
- c If for any valid reason team registration is refused all monies will be refunded.
- d Any team withdrawing from the Association in the course of the season shall:
 - i forfeit any monies or fees paid; or
 - ii make good any outstanding monies.
- e Late team registration will be accepted at the discretion of the Registrar.
- f All players must hold a current Victorian Netball Association registration.
- g Teams may register additional players during the season by completing on Netball Connect or a single game pass must have

been paid prior to the player taking the court.

- h Any team playing an unregistered or ineligible player shall be penalised two (2) competition points per player, up to a maximum of four (4) points deducted per game.

7. Participant Requirements and Inclusive Environments

- a The Association is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate.
- b The Association may conduct cultural awareness training and inclusive workshops to ensure clubs are providing a welcoming environment and creating awareness around cultural views and barriers
- c The Association will endeavor to provide opportunities for males to participate in mixed and male competitions.
- d The Association may conduct cultural awareness training & inclusive workshops to ensure your club is providing a welcoming environment and creating awareness around cultural views and barriers.
- e The Association supports participation in netball on the basis of the gender with which a person identifies. If issues arise, the Association will seek advice on the application of the applicable Victorian discrimination laws for the particular circumstances.
- f All competitions will be clearly labelled in regard to age group and gender. This includes additional references to all genders that are permitted to play. All competition labelling will be clear and transparent.
- g Participants' age is determined as at the date of the Grand Final of the respective season.
- h There are no minimum age requirements but due care and responsibility must be taken into consideration when a junior player is participating above their particular age group.

i The Association observes the Netball Victoria Gender Regulation in regard to male participation:

j Males who are 13 years (and older) are not permitted to participate in female competition. This means that males must be less than 13 years of age (actual age) as at the first day of the competition or season.

k Males that turn 13 during that competition or season will be permitted to participate for the duration of that competition or season.

l The Association observes the Netball Victorian Gender Regulation in regard to mixed competition:

m Mixed competition for the 11&U and 13&U age groups will have NO restrictions applied on the basis of gender.

n Mixed competition for the 15&U and above age groups will observe the following rules:

o The minimum number of males in a team is ZERO, and

i A mixed team must only have a maximum of 3 males on court at any one time, and

ii A mixed team must only have up to one male in each third on court. For the avoidance of doubt this means:

A One male is permitted in the defence third occupying the position of Goal Defence or Goal Keeper, and

B One male is permitted in the mid third occupying the position of Centre, Wing Attack or Wing Defence, and

C One male is permitted in the goal third occupying the position of Goal Attack or Goal Shooter.

p 20&U - Refer Mixed Competition rules

- q The Association conducts a girl's only competition division(s) decided by the Committee, and a modified mixed competition if a minimum of four (4) entries are received (unless special circumstances prevail).

8. Age Requirements

- a Player age is determined as of the date of the grand final in that specific autumn or spring season competition.
- b The Minimum Age Requirements for Open Females is 14 years of age.
- c Any Team or Club that breaches this By-Law may be subject to a penalty of the loss of four (4) premiership points.

9. Game Fees

Game fees shall be set at a general meeting upon recommendation of the Committee prior to the commencement of each season.

10. Clearances

- a A clearance is required if a player wishes to transfer from one club to another during the current calendar year.
- b A clearance is not required to play for a new club if the player has not taken to the court for a different club in a competition in the proceeding calendar year of the current calendar year.
- c A player does not require a clearance if they are playing for one club in one competition and another club in a different competition.
- d Clubs must request a clearance for a player(s) via Netball Connect and cannot take the court with their new club/team until the application for clearance has been lodged and subsequently granted.
- e Clubs have seven (7) days to refuse to grant a clearance for any player who owe outstanding club fees or is in possession of club property (uniform/equipment).
- f If a club refuses to grant a clearance, it must notify the Association



within seven (7) days outlining its reasons for refusal.

- g If a clearance is refused, the player may appeal in writing to the Association. A decision of that appeal will be provided by the Association within seven (7) days.
- h If no response is received to a clearance request within seven (7) days, it will be granted automatically.
- i Any dispute arising from clearance restrictions will be dealt with according to the dispute resolution procedure.
- j If a player takes the court without an approved clearance as determined by the By-law, the receiving club may receive a deduction of four (4) premiership points.

11. Dress Code

- a Uniforms and colors shall be registered at the time of team registration and shall consist of the following:
 - i A combination of Netball dress, skirt or shorts and t-shirt/polo shirt/singlet of the same color and shade as registered by the team.
 - ii Black or uniform aligned underpants should be worn underneath dresses.
 - iii Sport shoes only.
 - iv A set of (matching) bibs that are clearly marked with positions.
 - v Shorts must be free of pockets (if they have pockets then they must be sewn up).
 - vi Socks must be worn.
 - vii Any garments worn under a uniform, whether it be long sleeve or leggings must be tight to the body and be black in colour.
- b Players can wear a Hajib (*head covering*) long sleeves & leggings in

accordance with the International Netball Federation and shall be consistent in the following ways.

- i The Hajib (head covering) must be made of soft material & tied on (no use of metal pins or anything that constitutes a danger). No flapping/flowing edges (all must be secured around the neck or tucked into the collar).
- ii The Hajib (head covering) leggings & long sleeves be the colour BLACK only.
- c No team shall change its uniform or colors during a season without first obtaining the consent of the Association.
- d A set of bibs shall be held at the clubrooms for the use in emergency situations or to be worn by a team when the umpires request it due to similar color combinations of opposing teams.
- e All players are to wear the correct uniforms after the third week of competition, however the Umpire Co-Ordinator may grant permission for players to play out of uniform (this information must be communicated to the attending Committee & game umpires).
- f Existing teams must have correct uniforms by the first round (at the discretion of the Umpire Co-Ordinator & Executive Committee).

12. Grading

- a All junior sections will be offered in any **one** season but will only be conducted if **sufficient** entries are received.
- b **9 and Under:** boys **may** play unrestricted.
- c **11 and Under:** boys **may** play unrestricted.
- d **13 and Under:** boys **may** play unrestricted.
- e **15 and Under:** will have two divisions (where registrations allow) to support Female Only and Mixed Division.

Ref clause 7(o) regarding players on court.
- f **17 and Under:** will have two divisions (where registrations allow) to



support Female Only and Mixed Division.

Ref section 7(o) regarding players on court.

- g **Opens: Females only.**
- h It is the object of the Association to play the games of each section at the same time slot at the Association's discretion.
- i A grading committee will be appointed by the Association to evaluate and grade all teams. This committee will include the Registrar and two (2) others members from the Committee.
- j The Association will be the ultimate adjudicator of all grading decisions.
- k At the completion of grading rounds, all team points for and against will be reverted to zero.
- l If a team is re-graded to a new Division then all premiership points and goals for and against (and its percentage) will be transferred into that new division.

13. Appearance on Court

- a All **players** shall be in uniform, as defined in *clause 11* Dress Code of the By-Laws.
- b All players shall have their nails cut short or taped with the correct *tape* (thick and soft Elastoplast style) over the top and around the nail(s) this tape must be affixed in such a manner as to satisfy the umpire that the player concerned will not cause injury to another player. ***Gloves are permitted to be worn; nails must still be taped under the gloves.***
- c No player shall be permitted to wear any visible jewellery except the following:
 - i A wedding band, which must be flat and suitably taped.
 - ii No metal or hard plastic hair wear or hard plastic head bands are permitted.



- d Permission may be requested in writing from the committee for other jewellery to be worn. Provided that it is suitably taped or covered, and is deemed to be acceptable in conjunction with the Umpire Co-Ordinator.
- e If the presiding umpire(s) consider any item of a player's uniform/accessories; to be of a nature that maybe harmful or may cause an injury to another player, that player shall either rectify the offending item to the satisfaction of the umpire(s) or shall take no part in the match.

14. Substitutions

Rolling Substitutions

Substitutions are permitted inline with Netball Victoria rule guidelines.

- a The rolling substitute stands at the designated area.
- b Before leaving the designated area, the substitute tags (with hands) the player leaving the court.
- c Only one (1) rolling substitute per team can be made at a time.
- d Play is not to be held up for rolling substitutions. If play is delayed, the player will be penalised under Rule 19.2. Delaying play.
- e Players must observe the offside rules as they enter / leave the court. Sanction: Free pass where the infringement occurred (offside area) unless this places the non-infringing team at a disadvantage, or advantage is applied.
- f Players must not interfere with the umpire's movement during the substitution. Sanction: Free pass where the ball was when play was stopped (advantage may be applied).
- g If a player leaves the court as a rolling substitution, and there is no player in the designated area, the replacement player is treated as a late player (as per Rule 3.8) and must wait until a break in play to enter the court.

Rule 3.8. Any late player may, after advising the umpire, take the

court in the vacant position/s at the next break in play.

Action: Any late player is sent from the court until the correct time for entry and possession is awarded to the opposing team where the ball was when play stopped.

Terminology: Incorrect entry.

15. Borrowing/ Fill In Players

- a Teams can play a maximum of three (3) Borrowed/ Fill In players in a game to ensure they have sufficient players to field a team of seven (7).
- b Players may only play as a Borrowed /Fill in for teams in the same or a higher section than the one they are registered in for the current season. The only exception is that a female player in a mixed team may be Borrowed / Fill In for a female only team when age appropriate.
- c Players may only play a maximum of three (3) games in a “borrowed” team.
 - i If a player plays a fourth (4) game in a borrowed team they must register on the same competition day, or the team will incur the penalty associated with playing an unregistered player.
 - ii If a club has multiple teams in the same division, players may be used as a fill in, until the player takes the court for a fourth (4) time at which time the player remains with that team for the remainder of the season.
 - iii Three (3) fill in games can count towards the total number of games required to qualify for finals, however the player must be registered to the team and have met finals eligibility per clause 23.
- d Borrowed/ Fill In players must be identified on the score sheet with (B or F) noted next to their name.

- e Borrowed/ Fill In players will not receive points towards association awards during fill in games.
- f Teams cannot borrow players to field a team of more than seven (7) players except where:
 - i A team playing a mixed competition has only 3 female and 4 male players. In this case, the team may borrow 1 additional female to make eight (8) players to allow seven (7) players to take the court.

Borrowing Players for Teams in the Same Division

- a Where there are two or more teams from the same club in the same division, players may transfer between teams until the player takes the court for a fourth (4th) game with the one team. Once this occurs, the player must remain with the team they played their fourth game with for the remainder of that season.
- b Where one of the teams in the same division qualify for final's, players in the team which didn't qualify, cannot be elevated as fill in players except if the initial team has folded/ withdrawn from the Competition prior to the finals.

16. Borrowed/ Fill In Player Vouchers

- a As outlined in definitions a **Borrowed Player** is defined as a player already registered with HCNA in the current Season.
- b A **Fill in Player** as outlined in definitions is a player who is not currently registered with HCNA for the Autumn or Spring Competition Season.
- c A Borrowed Player does not need to purchase a game voucher when filling in for another team.
- d A Fill in Player is required to purchase a single game voucher when filling in for a Club in a current Autumn or Spring Competition Season. Single game vouchers are available for purchase online through Netball Connect.

- e Fill In Players may purchase a maximum of three (3) game vouchers for the season for each specific team, the cost of these vouchers is not deductible from the registration fee if a player joins a team permanently.
- f Players who purchase more than three (3) game vouchers must register for that team as outlined in clause 15(b)(i) above.
- g Three (3) fill in Vouchers can count towards qualifying for finals (see clauses 15(b)(iii) and 23(a)).

17. Playing in more than one Team

- a Players can only be registered to play in a maximum of two (2) different teams, they must be in different age and/or divisions. The player must register in the younger/lower division as their first (1st) team and the older/ higher division being their second (2nd) team registration.
- b Association Game Fees apply for both teams.

18. Progressive Ladders

A weekly progressive points table will be kept and displayed on Netball Connect for each section participating at the HCNA showing:

- i points for;
- ii points against; and
- iii percentage.

19. Conduct of Matches

- a In each grade no less than one (1) complete round of home and home matches must be played.
- b Premiership points are awarded during the season as follows:
 - i Win: Four (4) points;
 - ii Draw: Two (2) points;
 - iii Bye: Four (4) points;



- iv Loss: Zero (0) points;
 - v Abandonment (i.e. rained out matches): Two (2) points;
 - vi Forfeit for: Four (4) points; and
 - vii Forfeit against: Zero (0) points.
- c Game rules shall be those of Netball Australia timing shall be either 4 x 10, 4 x 12 or 14 x 15 minute quarters.
- NO INJURY TIME – A match may be stopped by the umpires in extenuating circumstances to ensure a safe playing area is maintained;
- i Blood policy: all forty (40) minute matches shall follow this procedure: The game is stopped but the clock is NOT. Player leaves the court: substitution rules apply (NO time allowance) Play is resumed.
- d In the event of a team being late:
- i up to five (5) minutes shall be allowed for the team to take the court;
 - ii If any team fails to do so within this time the opposing team may claim the forfeit and be awarded the four (4) points;
 - iii Should the offending team take the court after the scheduled starting time, yet before the five (5) minutes are up: the opposing team may claim the penalty of one (1) goal for every one (1) minute the team is late;
- e Ladder placing will be determined by the number of premiership points.
- f In an event of multiple teams being on equal on points, placings shall be determined by calculating the goal percentage [goals scored / goal against].
- g If there are multiple teams that finish on equal percentage, the placings shall be determined by which team scored the greater total number of goals for the season.

20. Scoring

- a Each team must provide a non-participating scorer for all matches. These people must stand together in the scoring box outlined on each court for the duration of the match.
- b Scoring of matches will be via the Home Team scorer's mobile phone with the Netball Connect app loaded.
- c Each player who takes the court must be recorded on Netball Connect before the completion of the game.
- d A score sheet will also be provided by the Association for all matches under its control. This score sheet will list the complete names (both given and surname) of all players intending to take the court. This score sheet shall also be used to indicate the positions played each quarter.
- e Score sheets are to be completed by both teams, ensuring all players names (including borrowed players and non-financial players (except during finals) are listed along with positions played. This must be done before the conclusion of the game before both of the team captains and umpires sign the score sheet.
- f Score sheets must not be altered in any way during the game by any person(s) of either team competing (no players names are to be added during Finals Series).
- g At the conclusion of the match to indicate satisfaction that the information on Netball Connect and the I score sheet is correct;
 - i both scorers must agree before submitting confirmation on Netball Connect;
 - ii the score sheet is to be signed by:
 - A The captains of both competing teams;
 - B The officiating umpires and
 - C The scorers.
- h The umpires will return the score sheet to the Registrar. Copies of

the score sheet will be available upon request but at the discretion of the committee

- i The following penalties may be applied if the above By-Law clauses 20(a)-(i) above are not abided by:

- i **During Rounds:**

- A a loss of 2 points if a team has not correctly listed the players taking the court
 - B a loss of 2 points if the Home Team does not use Netball Connect to score.

- ii **During Finals:** match deemed a forfeit as unable to determine player eligibility.

21. Forfeits

- a A forfeit shall be defined as the inability of a team to field at least five (5) players within five (5) minutes of the official starting time of a match or refusing to take the court.
- b Unless officially notified the opposing teams must take the court to be designated the four (4) points, however if given official notice from the Association that they need not attend due to a forfeit; they will receive the points.
- c In the event of a forfeit the opposing team will be designated the four (4) premiership points and ten (10) goals.
- d The team forfeiting must notify the Registrar and/or the Umpire Co-Ordinator by email hcna3029@gmail.com within 24 hours of the game time. Failure to do so will result in a fine of \$60.00 along with the penalty outlined in clause 21(c) above.
- e A team may only forfeit a maximum of three (3) matches after which the Registrar (after consultation with the Committee) may remove the offending team from the competition.

22. Conduct of Final Matches

- a Unless stated otherwise: conduct of finals matches shall follow



clause 7,11,13,14, 19, 20, 21, 23, 24, 25, 26, 27, 32, 33, 34 and 35 of the By-Laws.

- b The top four (4) teams on points at the end of the matches shall compete for a premiership in each grade. Should two (2) teams or more be on equal points then positions will be determined by percentage (goals scored divided by goals against).
- c In the event of a draw in finals match the teams shall change ends and play two (2) more further periods of five (5) minutes: (one (1) period at each end) If a match is still drawn on completion of these two (2) periods: the game will continue and the first team to reach a two (2) goal advantage will be deemed the winner.
- d Substitutions and positional changes are permitted at the start of extra time.
- e Scoring in all finals matches shall be presided over by persons appointed by the committee.
- f Players must play at least five (5) games (*within their registered team*) in a division throughout the season to be eligible to participate in that divisions finals series. **(Only the names printed on the Finals Score Sheets are eligible to play) NO NAMES ARE TO BE ADDED.**
- g Teams that are found to be playing an ineligible player during the finals, will be considered to have lost that match **(the match may continue if policy has found to have been breached during the match: but both teams must be in agreement and the team who made the breach is still considered to have lost).**

23. Qualifying Players for Finals

- a A player(s) must play five (5) games to qualify for finals.
- b A bye cannot be counted for qualifying a player.
- c A team that forfeits cannot use the score sheet to qualify a player(s).



- d In the event of a team receiving a notified forfeit, the official score sheet can be completed. The team may list their players, therefore qualifying players.
- e If a team withdraws from the competition during the season, with three (3) or less games to go. The teams that have a bye and are also due to play the team that withdrew; may fill in their score sheet and hand it to the registrar if they wish to qualify a player.
- f A player must take the court in order to qualify 5 games for finals. If a game is cancelled pursuant to clause 21 Forfeits or Clause 24 Weather Procedures and Game Cancellations prior to a player taking the court it does not count towards the 5 qualifying games.

24. Weather Procedures and Game Cancellations

- a In extreme weather conditions or unforeseen circumstances, the committee on advice from the President and Umpires Co-Ordinator will determine whether it is safe to play or not. If it is decided to cancel the scheduled matches; all teams (except those scheduled for a bye) will split the four (4) premiership points and be designated two (2) points.
- b In the case of games having already being completed prior to the cancellation of play, the scores will stand. The winning team(s) shall receive four (4) premiership points (all byes will stand).
- c In the case of a game(s) having commenced prior to the cancellation of play: if the matches have played to at least half time then the scores at the time of cancellation shall stand. The team leading at this time shall be deemed the winner and the appropriate premiership points shall be allocated.

25. Protests

- a A team wishing to protest must:
 - i Not sign the official score sheet and notify the President & Umpire Co- Ordinator of the intention to protest.
 - ii Lodge the protest in writing with the President and Registrar



within 48 hours of the match being played.

- b A club/team shall have a right to appeal to the committee within 48 hours of a notification of a penalty.
- c The Association will advise the result of the appeal and this decision shall be final.

26. Complaints

All pertinent details of disputes and or complaints must be in writing and forwarded to the President within eight (8) days.

27. Cessation of Play

In the event of two (2) opposing teams deciding to cease play after the match has begun, the result will stand as at the score at the time of cessation of play.

28. Injury

a A continually **bleeding** player shall be requested to leave the court by an umpire and shall not be eligible to return to the game until all bleeding has ceased. Minor bleeding can be treated on court provided it does not interfere with play.

b Players injured during the game should seek qualified medical advice as required and report the injury for inclusion in the injury book in the First Aid Office: including all relevant details. It is the players' responsibility to make an injury claim by contacting the insurer immediately for advice on entitlements and how to claim. Notification of the injury claim should be received by the nominated insurance agent within thirty (30) days of the injury, as failure to do so may jeopardize the claim.

c Please see [Annexure 10 – Injury Risk Management Policy](#)

29. Sponsorship and Amateur Status

- a All players shall be of amateur status as defined by the All Australian Netball Association.
- b No player shall carry any trade mark of sponsorship on bibs.



30. Awards

- a The following player awards will be presented for each season (except in 9&Under and NetSetGo).
- b Voting for Best and Fairest shall be as follows:
 - i The match umpires shall award votes for the best three (3) players in each game. Voting shall be three (3) votes for the best player; two (2) votes for the second-best players and one (1) vote for the third-best player.
 - ii Votes shall be noted on the official score sheet.
 - iii In the event of a tie, two (2) or more awards shall be presented.
- c All NetSetGo and Under 9 participants will receive an appropriate participation award.
- d Other forms of recognition shall be awarded as the Association deems appropriate.
- e The Registrar shall calculate the placing's for each grade of competition prior to finals matches commencing. The awards will be presented at the end of the grand final match for each grade.

31. Umpires

- a Only umpires approved by the Association shall be allowed to preside over games under its control.
- b All umpires must be members of the Association as outlined in the Statement of Purposes and Rules, and in the By-Laws except in finals.
- c All umpires must be members of the Association, except for finals and these umpires shall be honorary members for the day.
- d The Umpire Coordinator shall oversee the general appointment and standard of umpiring and be responsible for maintaining umpires' rosters.



- e Umpires shall have full control of matches in progress and shall conduct themselves in a manner befitting their position.
- f Misconduct of umpires may be reported to the Association (in writing) and the Umpire Co-Ordinator, who shall deal with it in a manner similar to that of player misconduct.
- g Umpires uniform: official HCNA shirts.
- h Umpires have the authority to clear the perimeters of a court for safety reasons of players, coaches and spectators prior to matches commencing.

32. Conduct of Teams, Players, Coaches, Spectators and All Officials

All teams; players; coaches; umpires; spectators and all other officials shall conduct themselves in a sportsmanlike manner as befitting the game of netball.

This clause must be read in conjunction with **Clause 5** of the rules of incorporation

- a Any team; player; coach; assistant coach or team manager found to be acting in a manner contrary to the spirit of the game. May be reported by the umpire(s) and shall be liable to be disqualified from taking part in any match under control of the Association for such time as may be decided upon by the Executive Committee in conjunction with the Association.
- b All spectators shall conduct themselves in a manner which shall not interfere with the normal course of the game.
- c In the event of an umpire(s) considering spectator behaviour to be abusive (and therefore to the disadvantage of the opposing team) the umpire(s) may caution the spectator. If this caution is then not heeded the umpire(s) may grant an undefended penalty shot for goal to the opposing team for every act of abuse.
- d Any team; player; coach; assistant coach; team manager found to be using bad/indecent/abusive language will be reported to the umpire(s) and or Umpire Co- Ordinator and shall be liable to be

disqualified from participating in the continuation of the game. With further discussion including the Umpire Co-Ordinator and the President/Executive Committee, these person(s) may receive disqualification from the next available game.

- e Any spectator found to be using bad/indecent/abusive language toward umpires; players; coaches; assistant coaches; team managers and an opposing team: shall be ordered to leave the court and barred from coming within ten (10) meters of the courtside for the continuation of the game. With further discussion including the Umpire Co-Ordinator and the President/Executive Committee these person(s) may receive disqualification from the next available game.
- f If any team; player; coach; assistant coach; team manager or spectator continues to disregard the umpire(s) directions; then the umpire(s) may award the game to the opposing team after discussion with the Umpire Co-Ordinator and the President or Executive Committee.

33. Risk Management

Injury Reporting

All clubs are responsible for recording/reporting all injuries, at the discretion of the injured player and/or guardian (for players under 18 years) to the medical officer on duty.

Pre Match Checklists

- a A pre match checklist will be completed prior to all Association matches; programs and training.
- b Any hazards identified shall be:
 - i. Documented
 - ii. Rectified if possible
 - iii. Reported to the appropriate agency (*City of Wyndham Council*) if required.

Pregnancy

As per Netball Australia 'Pregnancy in Netball Policy' – October 2016.

First Aid

- a The Association will provide a First Aid Kit complying with Netball Victoria Infonet RM2 - First Aid for Netball.
- b The First Aid Kit will be stored in the clubrooms and all appropriate personnel (umpires; coaches; officials) will have access to it.
- c The First Aid/Medical Officer will maintain the first aid kit supplies. An inventory is to be completed on a monthly basis.
- d The Association will have a designated area for the treatment of injuries. The area shall be kept clean and accessible at all times.
- e The Association will ensure that a qualified First Aid person or a registered Medical Officer, is present at the association during all games and tournament day.
- f The HCNA First Aid/Medical Officer will maintain an injury log for each day in attendance.
- g Refer to [Annexure 10 – Injury Risk Management Policy](#)

Child Safety in Netball

- a The Association and all Teams and Clubs are responsible for the observance, promotion, enforcement and monitoring of the Child Safety in Netball Policy and Code of Conduct.
- b The Association and all Teams and Clubs are responsible for the management and administration of the application of the Netball Victoria working with Children Check Regulation.

Emergency Procedures

Emergency telephone numbers: Ambulance; Fire Services; Police and an Emergency Procedure Plan is to be displayed at the Association.

Weather

In the case of extreme weather conditions the Association will follow Netball Victoria Infonet RM3 and RM5 *Refer to* [Annexure 11 – Weather Risk Management Policy](#).

Blood Policy and Infectious Diseases

The Association will adopt Netball Victoria Infonet U4 and RM6 relating to blood policy **and** infectious diseases. Refer to [Annexure 10 – Injury Risk Management Policy](#).

Pre-participation Screening / Medical Indemnity

- a All **personnel** involved with the Association may be required to complete a medical indemnity form as per Netball Victoria.
- b A designated official will store all forms, and will destroy at the conclusion of each calendar year.

Smoke Free

The Association adopts a Smoke Free policy. Smoking is banned within 10 meters of an outdoor public sporting venue during organised underage sporting events and training sessions.

Responsible Serving of Alcohol

The Hoppers Crossing Netball Association Incorporated will adopt a responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program.

Sun Protection

The Association adopts a Sunsmart policy as prescribed by the Cancer Council of Victoria.

Drug Policy

The Association does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy; August 1993 (*as amended from time to time*) is implemented and will apply for all Hoppers

Crossing Netball Association Incorporated competitions.

The Association will adopt all codes, policies, procedures and regulations from Netball Australia and Netball Victoria as amended from time to time.

34. Dispute Resolution

This clause must be read in conjunction with *Clause 5* of the Rules of Incorporation *where* applicable.

- a Where a Member breaches a By-Law, and that By-Law prescribes a penalty for such breach, then the Association may impose such penalty.
- b For any other breach of the By-Laws, the Association will impose any other penalty it sees fit in accordance with these By-Laws.
- c Any penalty imposed under this By-Law is final.
- d For any disputes between:
 - i Members; or
 - ii A Member and the Association; or
 - iii Any Member who does not agree with a penalty or action of the Association made under this By-Law;must advise the Association in writing within fourteen (14) days of the dispute or penalty or decision being made by the Association.
- e The Association may then:
 - i Discuss the issue with the relevant parties and then make a decision regarding the matter. The Association will inform the parties involved of their decisions either verbally or in writing; or
 - ii Have an informal meeting with the relevant parties in order to discuss and resolve the dispute.
- f If the above process does not result in the dispute being resolved, the parties may seek to resolve the dispute via the Complaints and

Dispute Resolution Procedure as outlined [Annexure 12 – Complaint & Dispute Resolution Procedure](#).

35. Special Circumstances / Provisions Clause

Where this By-law is silent, a decision can be made that ensures the integrity of the Association is maintained all times.

The Executive Committee in conjunction with the Association committee may in using its reasonable discretion (*in exceptional or extenuating circumstances*) alter, vary or waive the requirements set out in these by-laws relating to the Association.

36. Indemnity

Except where provided or required by law and as such cannot be excluded; the Association and its respective officers; members; servants or agents are absolved from all liability. However, arising from injury or damage, however caused, arising whilst participating as a member.

37. Privacy Act

Where required by the Association to publish names or other such details relating to a member. The effected person(s) shall be required to give written authority to the association to do so, as required by law.

38. Fundraising

- a The committee shall conduct fundraising activities throughout the year at the discretion of the Association. All members are requested to support the activity.
- b Any Individual Representative Club/Teams or any individual Club/Team must seek approval from the Association for any individual fundraising activities. Teams must seek approval in writing at least four (4) weeks prior to the event, providing details and rationale for the fundraising activity. Information as to how the activity will be organised, including risk management and safety measures if relevant, must be provided (a fee may be charged to cover costs of electricity; water etc.).

39. Courses, Seminars & Other Opportunities

The Association shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.



Appendix 1 – Duty Description – President

Position Title:	President		
Reports to:	Executive Committee	Direct Reports:	Committee
Employment Status:	Volunteer		
Primary Purpose of Position			
• Ensure the organisation promotes the participation and achievement of netball at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the club. • Ensure strategies to embed an organisational culture of child safety through effective leadership arrangements. • Ensure the association is run efficiently administratively, financially and socially to support all activities. • To provide support to the Executive and Committee members to ensure efficient operation of the organisation. • Seek ratification from the appropriate Committee member prior to committing the association to any financial expenditure or action. • Provide a safe and enjoyable recreational environment for all association members and ensure all netball activities are played in a competitive and fair spirit. • Act as a Primary spokesperson on all governance and member representation.			
Key Responsibilities			
• Lead by strong efficient and effective leadership for the Association. • Ensure sub committees and committee members fulfil their responsibilities to the Association. • Manage/Chair monthly committee meetings and the Associations Annual General Meetings. • Report on overall activities to the membership at the Annual General Meetings and General Meetings. • Ensure all sub committees are accountable and responsible. • Ensure that the planning and budgeting for future is carried out in accordance with the wishes of members.			

• Uphold Constitution, By-Laws, rules, policies and procedures of the Association • Represent the organisation in discussion with their affiliates and state and local government. • Represent the organisation in public relations activities and opportunities. • Assist in the development of partnerships, potential sponsors and funding opportunities.
Knowledge, Skills & Abilities
• Can communicate effectively and listen to feedback and views of members and other interested parties; • Ability to manage people, lead meetings and delegate. • Confident in leading strategic direction, maintaining a focus on the 'big picture'. • Well informed of all Association activities. • Aware of future direction and plans of Association meetings. • A good understanding of sporting requirements at local, regional and higher levels. • Possess a good understanding in the Association constitution, rules and the duties its office holders and sub-committees. • Be unbiased and impartial on all issues and able to avoid deviation for the matter under discussion during varying types of meetings. • Has the ability to forward plan and lead the organisation to reaching its short and long term goals. • Well-developed decision making skills. • Receptive to change. • Communications and negotiating skills. • Be approachable. • Dedicated Association person.
Other Requirements
• Police Check • Working with Children Check

Appendix 2 – Duty Description – Secretary

Position Title:	Secretary		
Reports to:	Executive Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Primary Purpose of Position			
• Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees. • Manage business considered by the Association Committee.			
Key Responsibilities			
• Acts as the public officer for the organisation. • Establish a meeting schedule for the Executive and sub-committees for the year. • Coordinate meetings for the organisation and collate an agenda for those meetings. • Prepare the agenda and minutes of all committee and General meetings of the Association, distribute and file in accordance with the Rules of the Association. • Prepare comprehensive reports of all activities of the Association for presentation to the membership at the Annual General Meeting. • Provide oversight and guidance to the Board on the matters of the Constitution, conduct of meetings and amendments to By-Laws. • Maintain a register of member's names, addresses etc. • Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence. • Be the telephone and email contact for all enquires. • Maintain files of legal documents such as constitutions, bylaws, leases and titles. • Collect and collate all reports from office bearers. • Maintain a complete record of all activities of the Association. • Disseminate by email, website, notice and or newsletter, any information within and from externally of the Association, pertinent to all members. • Coordinate team reports for club newsletter, email.			

- Maintain club administration records- correspondence, financial records, competition details etc.
- Assist other committee members in their duties as required.
- Provide a report on any aspect of portfolio operations to the monthly committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Association to any financial expenditure or action.
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association.

Knowledge, Skills & Abilities

- Well-developed communication skills.
- Good listening skills.
- Excellent organisation skills.
- Ability to lead by example.
- Ability to delegate tasks.
- Ability to liaise with external parties.
- Computer literate with good report-writing skills.
- Able to maintain confidentiality on relevant matters.
- Strength and clarity of purpose.
- Ability to engage, encourage and lift the level of service.
- Dedicated association person.

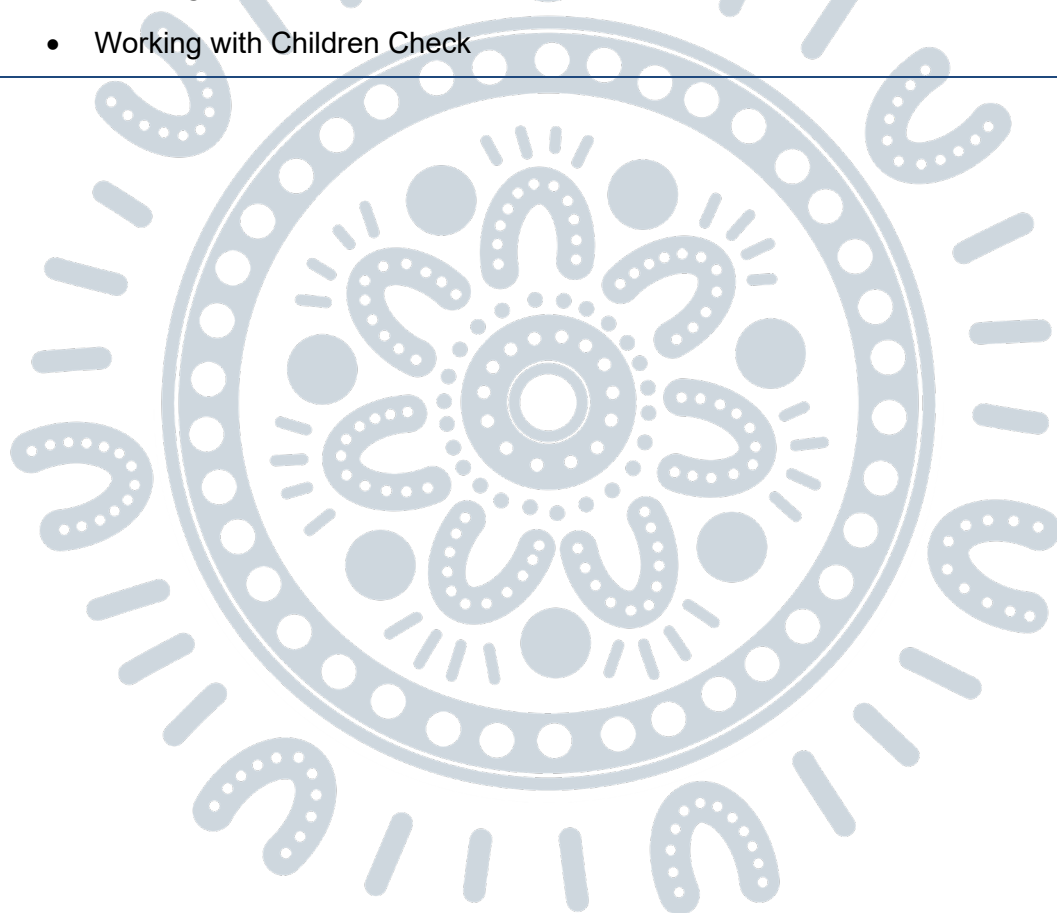
Other Requirements

- Police Check
- Working with Children Check

Appendix 3 – Duty Description – Treasurer

Position Title:	Treasurer		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Primary Purpose of Position			
Provide management of the Association/Club and its financial dealings			
Key Responsibilities			
- Prepare and monitor annual Budget. - Be fully aware of the financial position of the association at all times and notify the Committee of all financial trends and any areas of concern. - Ensure financial and treasurer reports are available and understood at all committee meetings. - Provide evidence that money received is banked and documentation provided for all money paid out. - Present a Balance Sheet and statement of income and Expenses at the annual general meeting. - The banking of cash within seven days of receipt, security of petty cash and the bank accounts, e.g. the transfer of money between accounts. - Pay accounts passed for payment and send out accounts as required. - Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions. - Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge. - Invest surplus funds and mange Association investment program if applicable. - On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required. - Acquit funds received from Government and /or local Council grants and submit necessary financial statements. - Determine annual registration fees for players and non-playing members - Uphold Constitution, By-Laws, rules, policies and procedures of the Association.			

Knowledge, Skills & Abilities
• Accounting and finance experience. • Ability to allocate time maintain records and books in a logical manner. • Able to keep good records and manage financial records electronically. • Aware of information which is needed to be kept for annual audit. • Well organised and able to work in a logical orderly manner. • Ethical, honest and trustworthy and dedicated to the association.
Other Requirements
• Police Check • Working with Children Check



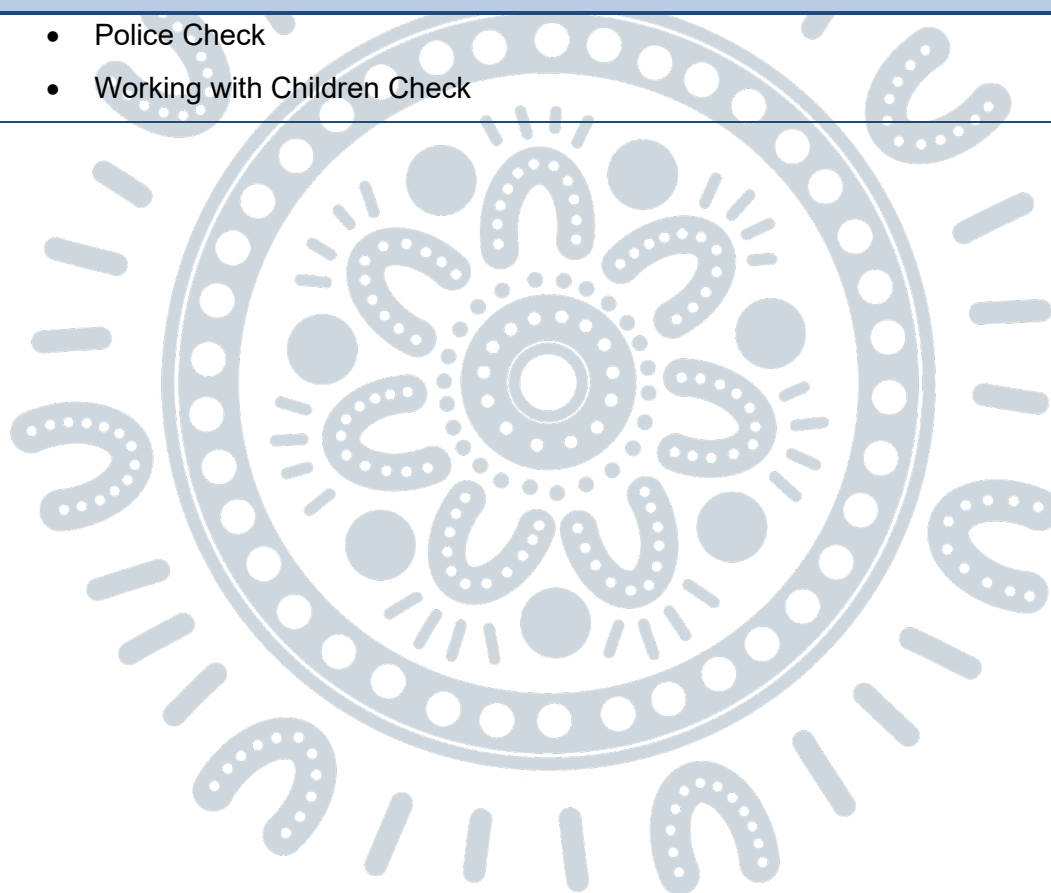
Appendix 4 – Duty Description – Vice-President

Position Title:	Vice President		
Reports to:	Executive Committee	Direct Reports:	Committee
Employment Status:	Volunteer		
Primary Purpose of Position			
- Oversee all netball related matters across the Association. - Provide leadership to all coaches, players, support staff and volunteers. - Provide support to the President of the Association. - Provide support to the Committee members to ensure the efficient operation of the Association.			
Key Responsibilities			
- Perform Presidents duties when President is unable. - Assist the President and perform other such duties as directed. - Facilitate planning. - Provide guidance and leadership. - Chair and manage meetings, including Annual General Meeting. - Monitor budgeting. - Represent the Association to the public. - Uphold Constitution, By-Laws, rules, policies and procedures of the Association. - Organise the selection, purchase and distribution of trophies each season.			
Knowledge, Skills & Abilities			
- Good working knowledge of constitution, by laws. - Good communication skills. - Understanding of Association operations, rules, constitution etc. - Ability to manage people, lead meetings and delegate. - Experience in leadership role (preferred). - Experience with planning operations. - Ability to manage people and lead meetings. - Ability to lead by example.			

- Ability to engage, encourage and lift the level of service.
- Dedicated association person.
- Well-developed decision-making skills.
- Ability to negotiate successfully between members and reconcile opposing views.
- Can maintain confidentiality on relevant matters.
- Have the ability to forward plan and lead the organisation to reaching its short and long term goals.
- Be a positive role model and competent public speaker.

Other Requirements

- Police Check
- Working with Children Check



Appendix 5 – Duty Description – Registrar

Position Title:	Registrar		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Paid		
Primary Purpose of Position			
Effectively manage and administer the Association's and their respective club's membership.			
Key Responsibilities			
- Develop and maintain strategies for the ongoing expansion of the membership base. - Develop proposal for membership fees and arrangements for the upcoming season for consideration by the General Committee. - Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner. - Ensure all Players, Coaches & Umpires have registered and paid their Netball Victoria Registration prior to Round Four. - Create and maintain the Online Registration Products and Form. - Communicate to members the registration process. - Be available to assist in any registration queries from Players, Umpires & Coaches. - Process registrations as required by all members. - Complete Transfers/Clearances for new players to the organisation. - Maintain member details and roles as required. - Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual Meeting. - Provide membership packages to all members including Life Members. - Provide all member details to the Secretary to maintain in the relevant database systems. - Implement Privacy Act regarding all membership information. - Check email account on a daily basis for updated registration information.			

Knowledge, Skills & Abilities
• Computer literate. • Good communication and interpersonal skills. • Well organised and able to work under pressure, especially at the beginning of each season. • Report writing skills for General Committee reports. • Knowledge of the club membership packages and external requirements (e.g. Netball Vic member fees etc.) • Knowledge of Netball Connect or ability to learn • Well organised and able to work in an orderly manner. • Able to relate to a diverse group of individuals. • Ethical, honest and trustworthy. • Dedicated Association or Club person.
Other Requirements
• Police Check. • Working with Children Check.

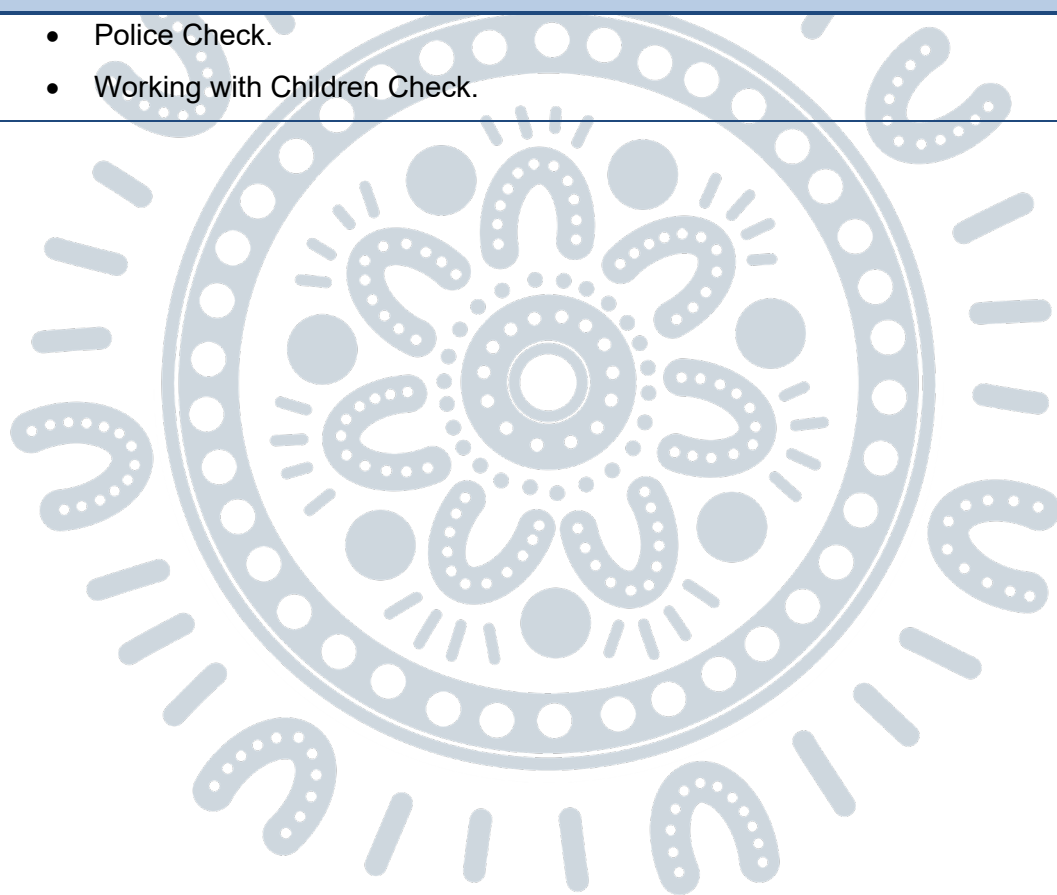
Appendix 6 – Duty Description – Umpire Co-Ordinator

Position Title:	Umpire Coordinator		
Reports to:	Executive and General Committee	Direct Reports:	Umpires
Employment Status:	Paid		
Primary Purpose of Position			
Coordinate training, development and management of umpires			
Key Responsibilities			
- Conduct regular meetings with all club umpires and report to the Committees the outcome of all meetings. - Organise umpire rosters (allocations) and maintain records. - Co-ordinate testing as required. - Disseminate information to umpires regarding courses and seminars and provide umpire coaching where possible. - Identify and organise the training and education opportunities for umpires. - Liaise with Netball Vic regarding umpire courses/clinics/accreditation. - Foster the growth and raise the standards of umpires. - Encourage beginner umpires including players and parents to undertake formal umpire education and or become accredited umpires. - Ensure all umpires are rewarded and recognised for their efforts. - Work with the Secretary to maintain records of umpiring services and accreditation. - Liaise with Treasurer in formulating a Budget anticipating cost of umpire accreditations/game payments. - Encourage umpires to nominate as umpires for Region, Association, Tournament, School and other representative teams. - Submit regular reports to the organisation and attend meetings as required. - Liaise with Member Organisation staff as required.			
Knowledge, Skills & Abilities			
- Communicate effectively and has good interpersonal skills. - Well organised.			

- Able to relate to a diverse group of individuals.
- Maintain confidentiality on relevant matters.
- Good working knowledge of the Constitution, By-laws, Rules and Policies of the organisation.
- IT competency familiar with basic operating systems.
- Positive and enthusiastic.
- Ethical, honest and trustworthy.
- Dedicated association person.
- Holds a current National “A” or “B” grade badge.

Other Requirements

- Police Check.
- Working with Children Check.



Annexure 7 – Duty Description - Canteen Manager

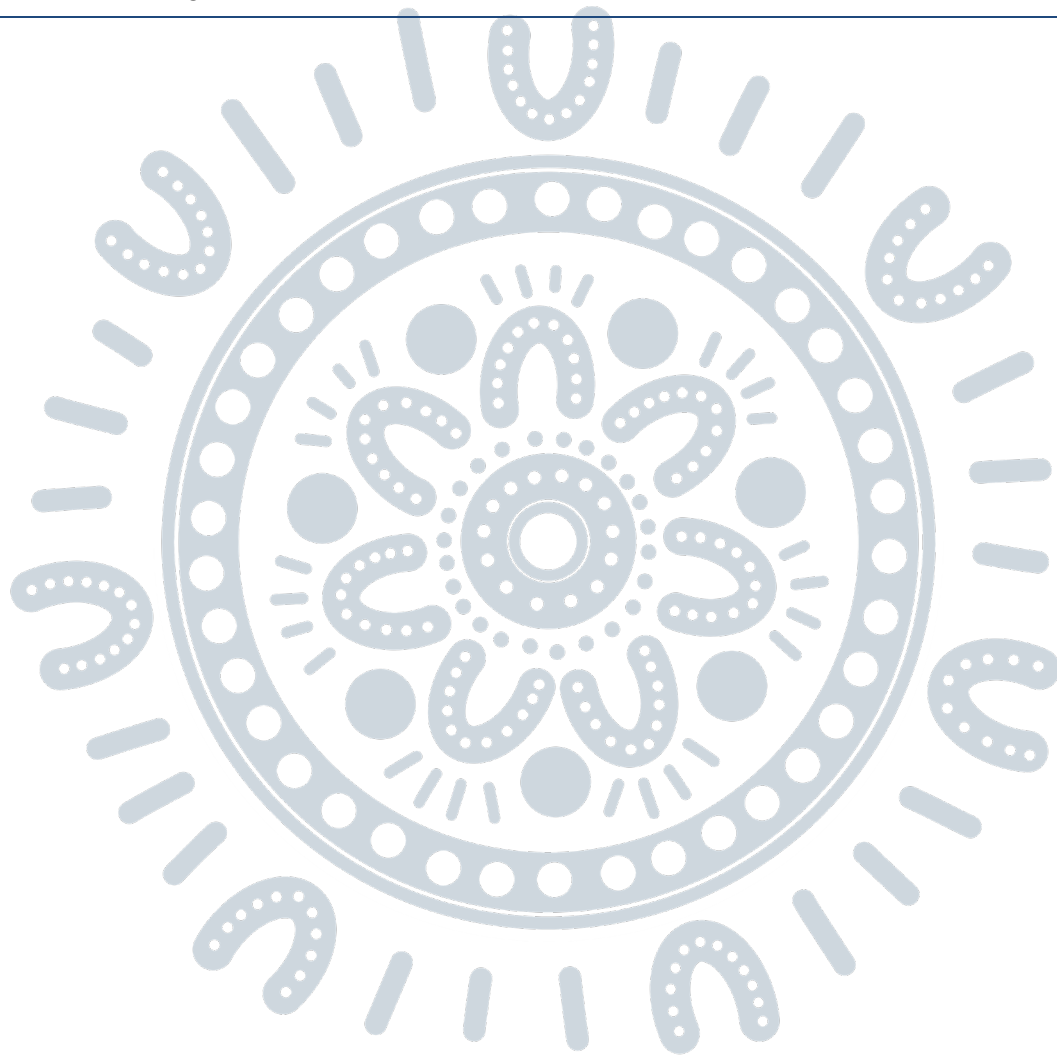
Position Title:	Canteen Manager		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Paid		
Time Commitment	Approximately 5 hours per week during the season, except for clinics, meetings and other organised events arranged by the committee		
Primary Purpose of Position			
• Provide an appropriate canteen service at all games and other times as agreed. • Provide support to the Executive and Committee in relation to canteen operations.			
Key Responsibilities			
• Prepare a budget and monitor it carefully, accounting for all purchases and receipts. • Keep the canteen accounts up to date and funds reconciled with sales. • Keep proper record of all payments and monies received. • Ensure that an adequate food safety plan is in place and meets all health and safety requirements required by local council. • Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase from the canteen. • Ensure the canteen is stocked according to estimated demand. • Ensure that the canteen is open for business from the commencement of the first game. • Liaise with the committee with regards to upcoming activities/events that may require alterations to the normal stock purchase. • Create and manage a roster for all persons volunteering or working in the canteen. • Ensure refrigerators and dispensing equipment is properly maintained and serviced. • Provide a monthly report on canteen operations to the committee. • Seek ratification from the appropriate committee member prior to committing			

the Association to any financial expenditure or action.
Knowledge, Skills & Abilities
• Well organised, friendly and hospitable. • Able to delegate and supervise staff. • Able to keep and maintain records and manage financial records. • Ability to organise and maintain product and fully serviced canteen. • Able to work in a logical orderly manner. • Ethical, honest and trustworthy and dedicated to the association. • Dedicated Association/Club person.
Other Requirements
• Police Check • Working with Children Check

Annexure 8 – Duty Description – Administration Officer

Position Title:	Administration Officer		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Paid		
Time Commitment	Approximately 5 hours per week during the season, except for clinics, meetings and other organised events arranged by the committee		
Primary Purpose of Position			
Maintain regular communication with members to increase retention and engagement.			
Key Responsibilities			
- Recommend retention and engagement strategies to committee and implement strategies to encourage growth, engagement, and membership retention. - Create Social Media posts targeting retention and membership engagement. - Communicate regularly to database to encourage engagement and keep connected. - Be present from 9.30am – 10am at HCNA on Saturday mornings to sign in NetSetGo attendees and engage with parents. - Record and summarise all attendees at NetSetGo. - Send all new attendees a welcome email after their first session with - How to sign up to NSG. - Timeline for the season. - Any other information. - At the end of the season, send all NSG attendees' details on how to join a team and/or sign up for next season. - Respond to Messenger requests and send connection email with club information. - Support with any netball connect actions / reporting as required. - Any general admin as requested.			
Knowledge, Skills & Abilities			
Customer focused with strong interpersonal, written, and verbal			

communication skills. • Able to keep, manage and maintain records. • Ethical, honest, and trustworthy and dedicated to the association. • Dedicated Association/Club person.
Other Requirements
• Police Check • Working with Children Check



Annexure 9 – Duty Description – General Committee Members

Position Title:	General Committee Member		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Primary Purpose of Position			
• Provide support to the President, Secretary and other General committee members to ensure the efficient operation of the Association.			
Key Responsibilities			
• Attend the meetings of the Committee. • Attend the Annual General Meeting and General Meeting. • Participate in discussion and decision making of the committee. • Uphold the decisions of the Committee. • Undertake tasks at the request of the President or Executive Committee.			
Knowledge, Skills & Abilities			
• Sound financial awareness and the ability to read and interpret financial statements. • Ability to communicate complex ideas and articulate sound arguments. • Experience in strategic planning. • Maintain confidentiality in relevant matters. • Well organised and able to work in a logical orderly manner. • Ethical, honest and trustworthy and dedicated to the Association. • Confident in leading strategic direction, maintaining a focus on the ‘big picture’.			
Other Requirements			
• Police Check. • Working with Children Check.			

Annexure 10 – Injury Risk Management Policy

Refer to By-Laws:

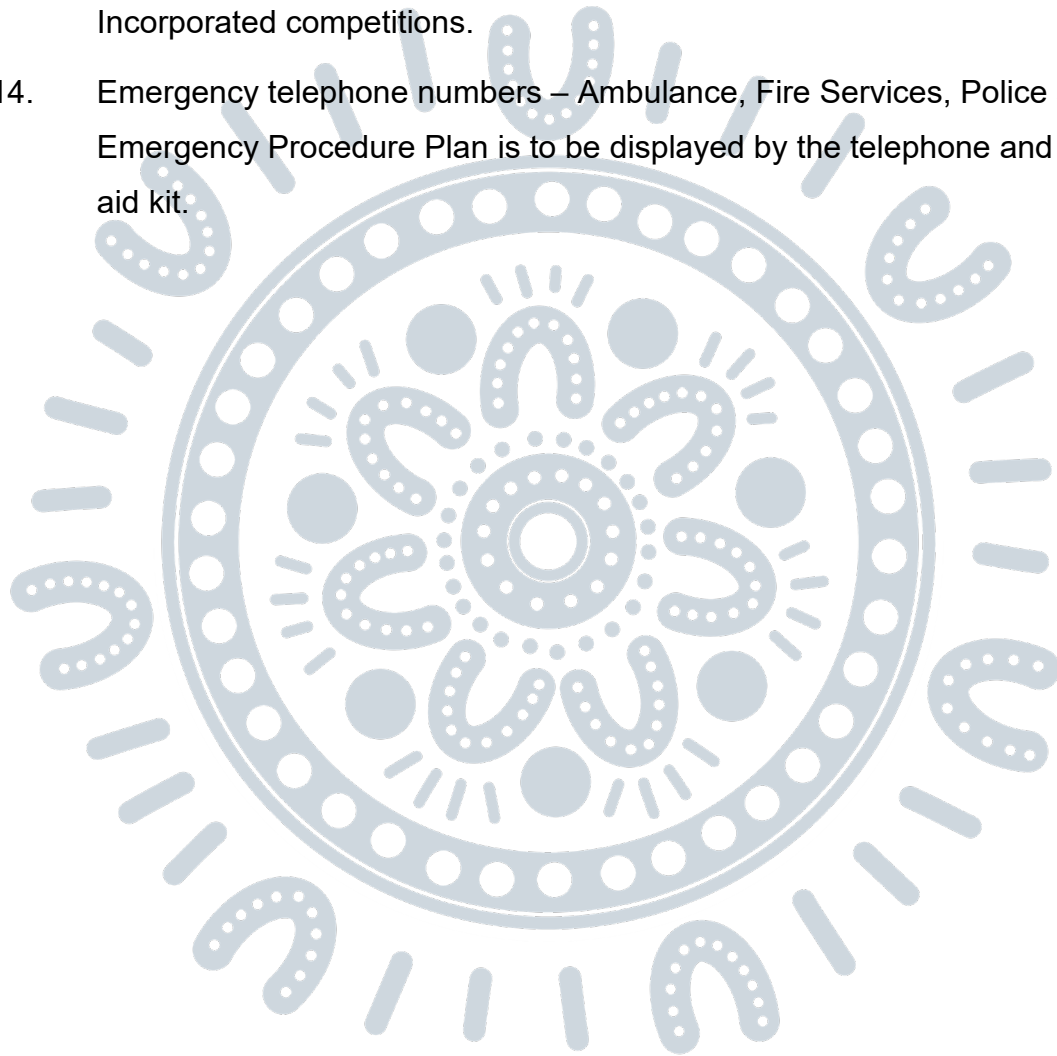
- Injury clause 28
- Risk Management clause 33:

The Hoppers Crossing Netball Association Incorporated accepts and abides by the guidelines advised by Netball Victoria

1. The Hoppers Crossing Netball Association Incorporated will ensure that a qualified First Aid person is present at all games and special events.
2. The Hoppers Crossing Netball Association Incorporated will have a designated area for the treatment of injuries. (The area shall be kept clean and accessible at all times.)
3. The First Aid Officer will record all injuries incidents in the 'injury log book'
4. A First Aid Kit will be stored in the clubrooms and all appropriate personnel (committee; officials;) will have access to it.
5. The First Aid Officer will maintain the first aid kit supplies (an inventory is to be completed on a monthly basis)
6. If a male player is injured, they may be substituted with a female player, but they must comply with clause 7(o), in the By-Laws
7. A continual 'bleeding' player shall be requested to leave the court by an umpire & shall not be eligible to return to the game until all bleeding has ceased.
8. It is the player's responsibility to make an injury claim by contacting the insurer immediately for advice on entitlements and how to claim. Notification of the injury claim should be received by the nominated insurance agent within thirty (30) days of the injury, as failure to do so may jeopardise the claim.
9. The Hoppers Crossing Netball Association Incorporated will adopt Netball Victoria Info net U4 and RM6 relating to blood policy and infectious diseases.
10. The Hoppers Crossing Netball Association Incorporated will adopt a Sun-Smart policy as prescribed by the Cancer Council of Victoria.
11. The Hoppers Crossing Netball Association Incorporated will adopt a Smoke Free policy as prescribed by Quit Victoria.



12. This will include the clubrooms and the court surroundings.
13. The Hoppers Crossing Netball Association Incorporated does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, is implemented and will apply for all Hoppers Crossing Netball Association Incorporated competitions.
14. Emergency telephone numbers – Ambulance, Fire Services, Police and an Emergency Procedure Plan is to be displayed by the telephone and in the first aid kit.



Annexure 11 – Weather Risk Management Policy

Refer to By-Laws:

- Weather Procedure: clause 24.

The Hoppers Crossing Netball Association accepts and abides by the guidelines advised by Netball Victoria.

Netball is traditionally a WINTER, outdoor sport and our preference is to NOT cancel games.

However, player/umpire safety is paramount and, if the courts are deemed to be unsafe, matches will have to be cancelled. This decision is made round by round by the Umpire Supervisor and Committee Management present at the venue.

1. Our court surface is SYNPAVE, a flexible, gripping surface which minimises the risk of slipping. Therefore, games will not be cancelled simply because it is raining.
2. Matches will be routinely cancelled in the event of local hail; lighting or extreme heat.
3. Games will not be cancelled because it is cold.
4. However, Junior Development players will be permitted to wear long sleeve black tops only in these conditions (this must be consistent throughout the entire team)
5. Match cancellations will not be based on player; umpire or spectator comfort - only on safety.
6. Player age will also influence decisions made as young children are more susceptible to adverse weather conditions.
7. Ultimately, if parents or coaches do not agree with our informed decisions, they have the option to prevent players from playing or forfeiting their match.

Acceptable Risk

When playing any sport you are voluntarily exposing yourself to a variety of risks for the sake of fun. YOU must decide whether the risks you choose to take are ACCEPTABLE risks to YOU / YOUR child.

If players / coaches wish to forfeit their match they are free to do so. If both teams agree, each team will be awarded 2 points each with 5 goals each.

If only one team wishes to cancel, they will receive no points; the opposition team will be awarded 4 points.

If parents do not want their children to play for whatever reason, they obviously have that option. "Peer pressure" is less relevant than your child's perceived safety. Please do not question our legal and moral responsibilities OR our "insurance cover".

Our decision will always be a balance between the enthusiasm of players and their health and safety which is paramount.

Annexure 12 – Complaint & Dispute Resolution Procedure

This clause must be read in conjunction with **Clause 5** of the Rules of Incorporation where applicable.

Purpose

The purpose of this Complaints & Dispute Resolution Procedure is to provide a clear, transparent, and structured process for individuals to raise concerns or complaints related to our Association and aligns with the Netball Victoria Complaints Management Framework (6a), Netball Victoria Codes of conduct (6e) and the Member Protection Policy (6d).

This procedure ensures that all complaints are handled fairly, promptly, and impartially, while fostering a respectful and constructive environment. It aims to address and resolve issues in a manner that supports continuous improvement, protects the rights of all involved, and promotes open communication, accountability, and a positive culture within the organisation.

Complaint & Dispute Resolution Procedure

1. Lodgment of Complaints

- Complaints must be submitted in writing, detailing the issue, parties involved, and any relevant information.
- Complaints can be lodged via email or in person.
- Formal Complaints must be submitted from a Club President.
- The complaint will be acknowledged within 48 business hours of it being lodged with HCNA and will be reviewed to determine the appropriate direction moving forward.

2. Initial Assessment/Provisional Actions

- Upon submission or report of the complaint/intention to submit, the Executive Committee can take provisional actions to gather information on the incident or to observe the people concerned.
- The complaint will be assessed by the Executive Committee to determine the seriousness and nature of the issue that has been reported.
- If needed, the complaint may be asked for additional information or clarification.

- In the initial assessment it will be determined whether the complaint relates to:
 - Netball Victoria Codes of Conduct,
 - The Child safety Act,
 - the Member Protection Policy,
 - any other relevant Netball Australia/Victoria or legal policies, laws and legislation.

3. Investigation

- An impartial investigation will be conducted, involving discussions with all relevant parties.
- Confidentiality will be maintained throughout the process to protect all individuals involved.
- Relevant parties will be contacted and any bystanders that may have been in the area of the reported situation to provide any further information, these parties may be umpires, court supervisors, opposition players etc.
- The respondent will be contacted to notify them of the complaint lodged and will be provided a respondent form to provide their recount of events.

4. Resolution

- With guidance from the Netball Victoria Framework for Dispute resolution, a decision will be made based on the investigation, evidence, and provisional actions to resolve the issue.
- The complainant and respondent will be informed of the outcome within 5-10 business days of the complaint being lodged.

5. Appeal Process

- If the complainant is not satisfied with the end result, they do not have the right to appeal.
- Only the respondent may appeal the decision by submitting a written request for further review detailing their reasoning

FORM 1 – Nomination for Committee

**HOPPERS CROSSING NETBALL ASSOCIATION INCORPORATED
A0102169M**

Nomination for Committee

I _____ nominate

_____ for the position of

President; Vice President; Secretary; Treasurer; or General Committee

SIGNED: _____
Nominator

print name

SIGNED: _____
Seconder

print name

SIGNED: _____
Nominated

print name

NB: the nominated person must sign to accept the nominated position

