

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

## BY LAWS

### PART 1 – ROLES & RESPONSIBILITIES

#### **1. BOARD OF MANAGEMENT**

The Board has a responsibility to manage the Association on behalf of the members. The Board should: -

- Conduct long-term planning of activities so that the aims and objectives of the Association are fulfilled.
- Develop policy and procedures
- Manage external relations
- Evaluate and carry out the recommendations of members
- Regularly communicate with, and provide information to members about the running of the Association.
- Evaluate the performance of officials, any employees and sub-committees and, importantly itself.
- Provide detailed written records and job descriptions to a newly elected board and or committee to facilitate transition into their roles.
- Ensure that all members of the Board act as leadership role models.

The role of the Board can be summarised into four main categories: -

1. **PLAN:** examine alternatives for action and decide on appropriate directions according to the purpose, philosophy, culture and budget of the Association. Determine relevant policies to guide the implementation of the Association's organisational plans.
2. **ORGANISE:** ensure that plans are implemented, achievable objectives are agreed to, suitable strategies are designed to ensure satisfactory progress, and operational stage are implemented and evaluated. Ensure that resources needed for these to be achieved are provided.
3. **LEAD:** be enthusiastic and work from an informed and well-researched knowledge base which includes a sub-committee or working group structure, clear and concise reports and wide representation of stakeholder opinions. Regularly communicate both the vision and detail to members and other relevant stakeholders.
4. **CONTROL:** be responsible for defining expectations and requirements, taking appropriate action to ensure that the outcomes are achieved.

#### **2. HANDOVER PROCEDURES – BOARD, COMMITTEES AND MEMBERS**

It is important for outgoing board / committee members to pass on as much knowledge as possible to the person replacing them. To ensure smooth transition and to pass on valuable history and understanding the following procedures are to be taken: -

- All new board/committee members should be informed through provision of the Association constitution and operational procedures and rules detailing job descriptions and roles and responsibilities. Briefings from the previous office holder are also to be carried out to clarify these procedures.
- A senior official, nominated by the Board, should brief the new board/committee about the Association, its history, its mission statements and its plans for the future.
- New board/committee members should be welcomed and encouraged to contribute.

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

- New board/committee members should know where all the Association documents are filed and have access as necessary.
- New board/committee members and committees need to recognise the importance of the following skills that are required in their role as a board and/or committee member of the Association –
  - Willingness to operate as a team with commitment to the mission of the Association
  - An understanding of the role of the board/committee
  - Tact, judgement, discretion and listening skills.
  - Understand legal obligations

## 3. EXECUTIVE POSITIONS

- President
- Vice president
- Secretary
- Public Officer
- Treasurer
- Registrar

### 3.1 President

The president is the principal leader and has overall responsibility for the Association's administration consistent with the views of members. From a strategic perspective the president should set the overall annual committee agenda (consistent with the views of members), help the board prioritise its goals and keep the board on track by working within that overall framework. The major function of the president is to facilitate effective board meetings.

#### Responsibilities and Duties:

1. Chair meetings as per constitution
2. Act as a facilitator for Association activities
3. Represent the association at local, regional, state and national levels
4. In consultation with the Treasurer draw up a budget for the financial year
5. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
6. Have a casting vote where voting is tied as per constitution
7. Facilitate presentations
8. Ensure an annual report is prepared for submission at the Annual General Meeting. Report to be prepared in consultation with the Secretary and should include a full report detailing a record of Associations Programs, achievements and progress throughout the current year.
9. Ensure an Association report is provided to the State Association (Netball Tasmania) for their Annual General Meeting
10. Ensure with the Secretary that minutes are accurate and signed.

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

11. Liaise with the secretary prior to meetings to discuss impending correspondence.
12. Ensure all State Representatives are acknowledged
13. Liaise with all executive board members and other affiliates of the Association to have a thorough understanding of the progress of the Association at all times.
14. Be a supportive leader for all Association members
15. Maintain an updated register of association keys

## 3.2 Vice President

The Vice Presidents is the principal assistant for the president should take responsibility in the absence of the president.

### Responsibilities and Duties:

1. Assisting the president as required
2. Chairing all meetings in the absence of the president
3. In conjunction with the Association Uniform and Equipment officer/s, facilitate a stock take of all association equipment and uniforms
4. Representing (or facilitate the representation) of the Association at affiliated Club meetings and submit reports to the next Association general meeting
5. Be a member of any specific sub-committee as required

## 3.3 Secretary

The Secretary is the chief administration officer of the Association. This person provides the co-ordinating link between members, the management committee and outside agencies.

### Responsibilities and Duties

1. Prepare the agenda for association meetings in consultation with the President
2. Make arrangements including venue, date, times and hospitality for association meetings.
3. Send adequate notice of the meetings
4. Collect and collate reports from office bearers.
5. Call for and receive nominations for committees and other positions of the Association AGM.
6. Keep accurate minutes of meetings and distribute to all committee members prior to the next meeting.
7. Clear mailbox regularly. Read, reply and file correspondence promptly.
8. Keep records of all inward and outward correspondence.
9. Collate and arrange for the printing of the annual report.
10. Communicate information between Association and members, such as important dates, events, etc.
11. Liaise with the President and other committee members as required.
12. Maintain a register of board members including postal and electronic addresses, telephone number.
13. Keep the minute book

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

14. Forward general and executive minutes to board members within fourteen (14) days of meetings
15. Ensure that minutes of meetings are signed by the President
16. Ensure adequate filing of all correspondence and minutes.
17. Obtain direction prior to disposing of any correspondence

## **3.4 Public Officer**

A person is not eligible to be appointed as a public officer unless the person has attained the age of 18 years and is resident in the State.

The principal role of the public officer is that of being the official of the Association on whom notice is required to be served in the legal sense.

The Public Officer is a servant of the committee, appointed, dismissed and replaced by the committee. The Public Officer must at all times comply with all relevant Acts and Laws.

The Public Officer and Secretary can be one and the same if there is no nominees at the annual general meeting.

### **Responsibilities and Duties**

The public officer also has a number of statutory duties to fulfil as well as some general duties. These include but are not limited to -

1. Notify Consumer Affairs –
  - a. Of his/her appointment
  - b. Of any change in his/her personal address details
2. Lodge any notice of special resolution within 1 (one) month.
3. Lodge annual returns to consumer affairs within 3 months of the end of the association's financial year.
4. In the event of any fraudulent operations of the Association full details to be gathered and lodged with corporate affairs as required.
5. Maintain registers of member's names and addresses, life members and sponsors.
6. Maintain files of legal documents such as constitutions, operational procedures, rules, leases and titles.
7. Liaise with Association executive to ensure constitutional requirements are followed
8. Maintain a register of police checks required by the association and/or state association.
9. Obtain and present nominations received by the Secretary for election at the AGM and other general meetings.

## **3.5 Treasurer**

The Treasurer is the chief financial management officer of the Association

### **Responsibilities and Duties**

1. The Treasurer, with the approval of the Board of Management, is responsible for the banking, security of petty cash, the bank accounts, e.g. cheque books and the transfer of money between accounts.
2. Present accounts to be paid to the monthly general meeting

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

3. Prepare the Annual Report for the Auditor and when audited present to the Associations AGM
4. Ensure the books of the Association are audited each year by a qualified person as set down at the Association's annual general meeting.
5. Liaise with the Public Officer and ensure the audit report is presented ready for lodgement to Consumer Affairs within 3 months of the end of financial year.
6. Acquit funds received from government grants and submit necessary reports.
7. Attend to the banking of the Associations income and recording transactions in the Association books and records.
8. Liaise with canteen manager regarding canteen financial operations
9. Provide regular financial reports including tabling of relevant bank statements to board meetings
10. Ensure that all monies are banked within seven days of receipt
11. Pay all accounts passed for payment and pay other accounts as necessary and have these ratified at the next General meeting
12. Ensure that all accounts, fines and receipts are sent out within one month
13. Regularly file applicable business activity statements (including GST) with the relevant authorities
14. Be the main signatory on the association's bank accounts with at least two other board of management members as set out in the constitution
15. Keep a record of assets and liabilities of the association
16. Prepare, collate and present a financial statement at the annual general meeting
17. Make the books of account available for any member to inspect after reasonable notice has been given
18. Ensure all appropriate insurance cover assessed of Association's property and equipment
19. In consultation with the President, help prepare and present a budget at the AGM for the following year
20. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members

### **3.6 Registrar**

The Registrar is the Association's chief record keeper of all members.

#### **Responsibilities and Duties**

1. Register all teams for competitions
2. Manage registration forms
3. Acquire relevant documentation for registration of all members
4. Register additional players for competitions
5. Keep and manage a register database of all players and their playing record and other associated members of the Association
6. Prepare and submit team lists for intra-state competition

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

7. Prepare the membership list for the state netball association (TNA) and other relevant associations relevant to competition
8. Ensure a full membership list for the current year is included in the annual report at the annual general meeting
9. Provide relevant database of members for current year to Public Officer and other board members and officials as necessary
10. Ensure an updated electronic copy of current membership database is stored at association headquarters.

## 4. NON-EXECUTIVE POSITIONS

The following non-executive positions shall be elected at the next Association general meeting following the Annual General Meeting

- Coaching Convenor
- Umpiring Convenor
- Roster Convenors
- Canteen Manager
- Media / Publicity Officer
- Uniform / Equipment Officer
- Photo & Trophy Coordinator
- Carnival Co-ordinator
- Club/s Representative
- Grievance / Injury Officer
- Sponsorship Officer
- Selection Coordinator
- General board members

All nominations for non-executive positions must be in the hands of the secretary by a nominated date

The members have the power to appoint other non-executive positions when necessary

### 4.1 Coaching Convenor

The Coaching convenor is responsible for the training, development and management of coaches for the Association. Ideally should hold a current coaching accreditation. They shall be required to implement the policies and values of the Association in relation to coaching matters.

#### Responsibilities and Duties

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

1. Disseminate information to association members regarding coaching courses and seminars
2. Liaise with the State organization regarding coaching courses at Association level
3. Ensure all dates and numbers of participants of each course are disseminated to state association
4. Encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches
5. Work with the Registrar to maintain records of coaching service and accreditation.
6. Submit a report at Association meetings regarding coaching matters and/or attend general meetings as required.
7. Collate a report of coaching courses, attendees and accreditations received in the current season to be included in the annual report of the association for the GM
8. Liaise with the umpire convenor when requiring umpires for selection trials and carnivals
9. Be the initial point of reference for reports regarding breaches of the coaches code of behaviour and duty of care
10. Ensure all coaches are recognised for their efforts
11. Organise suitable selectors for each division in consultation with the Board of Management
12. Ensure all selectors are aware of the Association selection policy (see appendix for Selection Policy/criteria) prior to selections
13. Ensure that all selections are conducted according to the Association selection policy.

## 4.2 Umpire Convenor

The umpire convenor is responsible for the training, development and management of umpires for the Association. Ideally should hold a current umpire accreditation or have passed an umpires theory exam. They shall be required to implement the policies and values of the Association in relation to umpire matters.

### Responsibilities and Duties

1. Identify and organise the training and education opportunities for umpires
2. Promote the Netball Australia Umpire Development pathway
3. Publicise and promote any theory and/or practical examinations / courses for umpires
4. Co-ordinate accreditation courses and testing
5. Co-ordinate Section 1 (and Section 2 as required) Theory Examination annually
6. Submit regular reports to the association and attend meetings as required
7. Liaise with the State organization as required regarding umpiring matters
8. Ensure all dates and numbers of participants of each course are disseminated to the state association
9. Direct queries concerning rules and interpretation of rules if necessary to the Netball Tasmania Director of Umpiring
10. Encourage beginner umpires including players and parents to undertake formal umpire education and/or to become accredited umpires

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

11. Work with the Registrar to maintain records of umpire service and accreditation
12. Allocate umpires to matches as required by the association and/or roster convenor/s for roster finals
13. Allocate umpires for selection trials and carnivals as indicated by the board and/or coaches convenor
14. Present a list of umpires eligible for payment at general meetings
15. Be the initial point of reference for reports regarding breaches of the umpires code of behaviour and duty of care
16. Collate a report of umpire courses, attendees and accreditations received in the current season to be included in the annual report of the association for the AGM
17. Ensure all umpires are recognised for their efforts.

## **4.3 Roster Convenor/s**

The Roster Convenor/s is responsible for the efficient conduct of the competitions and programs of the association. They shall be required to implement the policies and values of the association in relation to roster matters.

### **Responsibilities and Duties**

1. After the Secretary receives registrations of teams, the roster convenor/s will draw up their respective rosters. Another board member may assist as required. A template for drawing up rosters is included in Part 4 Standard Forms.
2. A copy of the roster is to be disseminated to schools and teams and placed on the association notice board within an adequate time leading up to the commencement of the roster
3. Responsible for carrying out instructions in case of inclement weather (refer to roster procedures for cancellations)
4. Ensure the ongoing collation and update of a roster record book detailing teams, players, membership payments, game scores, finals and competition outcomes.
5. Before Game Commences –
  - a. Ensure all scoresheets are filled in and are available for collection by teams
  - b. Ensure money bags are included in folders for collection of fees
  - c. Ensure any relevant information is distributed to teams
  - d. Court gates are opened and lights on as required
  - e. Ensure that court area is a safe environment for players, officials and spectators (refer pre game checklist sheet)
  - f. Liaise with canteen manager re opening duty and guidelines for canteen
6. During the competition
  - a. Be accessible to teams and officials
  - b. Ensure games are controlled utilising timing system
7. At the conclusion of matches
  - a. Ensure all teams hand in folders including completed scoresheets, court fees and any registrations relevant to the competition
  - b. Record any incidents/injuries as required (refer injury/incident report form)
  - c. Ensure court lights are turned off and all doors and gates are locked on leaving courts
  - d. Monitor all registration and court fees

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

- e. Collate details from scoresheet in record book and update ladder as necessary
- f. Complete a tally sheet of all payments collected. This is to be passed onto the treasurer each week with money to be banked
- g. Submit regular reports to the association and attend meetings as required
- h. Make any recommendations for change or improvement of the competition to the association board

Please refer to Roster Procedures manual for further detailed procedures of each roster.

8. Manage any roster rules and by-laws pertaining the club competitions and ensure club kept updated with any changes
9. Distribute relevant updated roster rules to club committee and coaches at start of season and as required throughout season
10. Ensure relevant competition rosters are distributed to club committee and coaches as released
11. Table report on any roster matters at club meetings

## 4.4 Canteen Manager

The Canteen Manager is responsible for the efficient operation and promotion of the canteen on behalf of the Association. The canteen manager shall be required to implement the policies and values of the Association in relation to the operations of the canteen.

The Canteen Manager may enlist help in way of a sub-committee as agreed upon by the Board. The sub-committee is to operate under the regulations of the Association.

### Responsibilities and Duties

1. Manage and promote the canteen as agreed by the Association Board of management.
2. Liaise with roster convenors to facilitate the opening of the canteen during rosters
3. Manage adequate stock on hand relevant to rosters/carnivals throughout the year
4. Perform a stock take bi-annually
5. The association shall hold a separate cheque account for the canteen operations. The canteen manager is to manage an appropriate accounting book and cheque book for all operations of the canteen
6. Treasurer must sign all cheques together with the canteen manager or any board executive member as set out in the constitution
7. All invoices may be paid for when due and must be tabled at association meetings for ratification
8. All takings of the canteen are to be banked weekly
9. All takings and payments to be recorded in an accounting book regularly
10. An annual report including stock take and financials is to be submitted to the association treasurer for audit purposes
11. Ensure copies of purchases are kept and any relevant activity recorded to help with future management of the canteen
12. A monthly canteen operation and financial report must be submitted to the associations treasurer for presenting at association general meetings

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

13. Prepare an annual report of canteen operations to be submitted to the Secretary for inclusion in the annual report of the association
14. Ensure adequate security measures are taken regarding management of cash in tills and stock control.
15. Organise and co-ordinate a volunteer roster for the KNA Carnival

It is a recommendation that no person under the age of 13 should assist in the canteen.

## **4.5 Media / Publicity Officer**

The media / publicity officer will liaise with the Board of Management and will be responsible for:

1. Preparing all publicity for the Association
2. Providing a newsletter to members and submitting association updates for inclusion on the association website
3. Liaise with the board of management to assist in compiling and printing the Association Annual Report
4. Compile and arrange for printing of the Association Carnival Booklet
5. Develop relationships with local newspapers and other suitable media for promotion of the Association

## **4.6 Uniform / Equipment Officer**

The uniform / equipment officer shall be responsible for:

1. Collecting and distributing equipment necessary to the coaches/managers of the purpose of training and competition
2. Obtaining prices for any new equipment / uniform
3. Managing and ordering of all association uniform in consultation with the Board of Management
4. Keep a database of all uniform / equipment distributed
5. Advise Association treasurer of all and any uniform requiring invoicing
6. Receipt any payments made for uniform and forward payments to treasurer within seven days
7. Manage any stock levels on hand throughout the season
8. Conduct a stock take and provide a report on all uniform / equipment at the end of the year.

## **4.7 Photo / Trophy Coordinator**

The Photo / Trophy Coordinator shall be responsible for:

1. Co-ordinating the taking of team photos prior to each representative competition

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

2. Collate team representative photos for current year to be included in the annual report and for display in clubrooms
3. Liaise with president and/or roster convenor/s regarding trophy requirements for presentations
4. Obtain prices for relevant trophies and order as per Board of Management direction
5. Organise the services of a professional photographer for the Association Carnival

## 4.8 Carnival Convenor

Carnival Convenor/s are appointed at a general committee meeting. The convenor oversees the organization of the carnival, and assigns tasks to various other committee members.

Refer to KNA State Junior Carnival procedures manual for detailed instruction.

## 4.9 Club/s Delegate

The Club/s representative shall attend affiliated club committee meetings and act as a liaison officer between the Association and Club

## 4.10 Grievance / Injury Officer

The Grievance /Injury Officer shall be responsible for:

1. Assisting the Association in managing all issues relating to disputes and/or injuries
2. Ensure that a record of any emergencies, injuries and/or disputes are kept as required.

Refer to the Association Grievance / Harassment and Injury Policies

## 4.11 Sponsorship Officer

The Sponsorship officer shall be responsible for

1. Liaising with the Board of Management regarding sponsorship for the Association.
2. Maintaining contact with Association sponsors
3. Obtain sponsorship as required for the Association Carnival
4. Update the Board of Management on any sponsorship

## 4.12 Selection Co-ordinator

The Selection Co-ordinator shall be responsible for overseeing all Association selection of players by way of

1. Organising suitable selectors for each division
2. Ensuring all selectors are aware of the Association selection policy prior to selections

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

3. Ensuring that all selections are conducted according the Association selection policy

Refer to the Association Selection Policy

## **4.13 General Board Members**

General Board Members shall be:

1. Willing to operate as a team with other board members
2. Be committed to the mission and values of the Association

## **5. SUB-COMMITTEES**

Sub-Committees may be formed as determined by the members of the Association. Any sub-committees formed are to be ratified by the Association Board of Management. All Sub-Committees are to operate as per Constitution

### **5.1 Meetings**

1. A nominated chairperson or the Association Vice President shall chair all meetings.
2. Meetings shall be held at the Association clubrooms
3. Minutes are to be taken at all sub-committee meetings and a copy forwarded to the Association secretary for tabling at next Association general meeting

### **5. AFFILIATED CLUB/S**

An affiliated club/s of the Association must –

1. Work co-operatively with the Association; and
2. Abide by any constitutional regulations and laws of the Association

## **7 UNIFORM**

1. The Association official playing colours shall be as set out in the Association constitution.
2. Board members shall renew the Association uniform from time to time
3. Representative players shall compete in the official uniform as provided by the Association.

## **8 COACHES**

1. Coaches for Association Representative teams shall have as a minimum the lowest national coaching accreditation, or be attempting to do so
2. Where only one nomination is received the coach will be appointed at a Board Meeting
3. Where multiple nominations are received the board will appoint a coach

All Coaches shall:

# KINGBOROUGH NETBALL ASSOCIATION BY LAWS

1. Provide a positive environment for all players and treat players with respect and dignity
2. Be a registered member of the Association
3. Give players equal opportunities at training and games
4. Advise the coaching convenor as to which night they will conduct training
5. Conduct a minimum one training session per week and attend all games
6. Attend any Association coaching meetings
7. Be available for any courses to further their coaching skill level where possible
8. Comply with any documents provided by the Association detailing duties of coaches
9. Have read and understand any policy set by the Association regarding injury, harassment and/or grievances
10. Have read and understand any code of conduct relevant to the roster of competition
11. Have read the Netball Australia Junior Sports Policy and be conversant with its content
12. Have read and understand the Coaches Code of Ethics provided by Netball Tasmania.

Refer to Coaching Guidelines provided in Association Standard Forms

## 9. REPRESENTATIVE PLAYERS

1. Candidates for selection must attend on the stipulated days and times of grading
2. If unable to attend selection, a letter requesting consideration may be submitted within 7 days of the selection day
3. Players selected for Representative teams should be available for intrastate Carnivals.
4. Players shall attend and carry out all training set by the coach
5. Players should treat other players, coaches and officials with respect and dignity
6. In the event of any grievance that players follow the club policy regarding notification

## 10 UMPIRES

Umpires shall

1. Attend umpiring courses to further their skill levels where possible
2. Wear appropriate clothing and footwear in accordance with AANA regulations
3. Ensure they are conversant with all rules and regulations regarding competition
4. In the event of any grievance that umpires follow the club policy regarding notification

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