

**BARDEN RIDGEBACKS NETBALL INCORPORATION**  
**BY-LAWS**

**Forming part of Constitution adopted June 2011.**

**DUTES OF OFFICE BEARERS**

**PRESIDENT**

- (i) The President shall be Chair person, (except AGM) when available at all meetings and conduct meetings in accordance with the Constitution and Rules of BRN.
- (ii) The President shall also submit a report on BRN activities at the Annual General Meeting.
- (iii) The President shall also co-ordinate the activities of the BRN Committee.
- (iv) The President is to be a Delegate to SSNA until the 31<sup>st</sup> October.

**VICE PRESIDENT**

- (i) The Vice President in the absence of the President shall carry out the duties of the President.
- (ii) Be responsible for assisting the President.
- (iii) The Vice President is to be a Delegate to SSNA until the 31<sup>st</sup> October.

**SECRETARY**

The Honorary Secretary shall:

- (i) Conduct all correspondence and General Business
- (ii) Submit nominations for selections on behalf of the Coaching Coordinator.
- (iii) Be responsible for the writing and posting of all notices.
- (iv) Be responsible for the booking of venues for general and AGM meetings after consultation with the Executive.
- (v) Prepare an agenda for meetings.
- (vi) Ensure the preparation and distribution of documents and reports at meetings.
- (vii) Prepare a General Report, of the activities of BRN for the season, for presentation at the Annual General Meeting.
- (viii) Take on the roll of the Public Officer of BRN.
- (ix) The Secretary is to be a Delegate to SSNA until the 31<sup>st</sup> October.

**ASSISTANT SECRETARY**

The Assistant Secretary shall:

- (i) Keep a minute book.
- (ii) Submit all carnival entry forms
- (iii) Conduct such correspondence and perform such duties as the Secretary may direct
- (iv) In case of the absence of the Secretary and at the request of the Executive, undertake the duties of the Secretary, pending the Secretary's return or election of another Secretary.

**TREASURER**

- i) Handle all income, expenditure of BRN
- ii) Maintain appropriate records of financial transactions.
- iii) Keep and send accounts and receipts.
- iv) Prepare a recommendation for BRN Executive for fees for the ensuing year.
- v) Present income and expenditure at the Annual General Meeting.
- vi) Shall provide a report at monthly club meetings.
- vii) Shall organise the books to be audited.
- viii) The Treasurer is to be a Delegate to SSNA until 31<sup>st</sup> October.

## **REGISTRARS**

Registrar Co-Ordinator and (2) two Assistant Registrars.

- (i) The Registrar Co-Ordinator will keep a record/data base of names, D.O.B., addresses, date of registration, team placement and history of membership.
- (ii) Registrar Co-Ordinator to be computer literate and nominated at the AGM.
- (iii) The data base can be made available to all Registrars as deemed necessary upon request.
- (iv) The data base will be made available to all BRN Executive at the commencement of the season.
- (v) The data base shall remain confidential and will not be released without the approval of the BRN Executive.
- (vi) Represent BRN at the Association Registrar meetings.
- (vii) Shall provide a report at monthly club meetings.

## **UMPIRE CONVENOR**

- i) Be responsible for ensuring umpires are rostered.
- ii) Foster the growth and development of umpires.
- iii) Organise umpires clinics and inform all umpires of clinics.
- iv) Represent BRN at the Association umpire meetings and report at club meetings.
- v) Encourage umpires to attend exams and to be screened for badges.
- vi) Handle all complaints pertaining to umpiring and report to the Executive.
- vii) Umpires Convenor shall co-ordinate umpiring activities within the SSNA boundaries. Umpire allocations will be addressed on a year to year basis, and if deemed necessary, all 8 and 9 teams will be an "Umpire Your Own" system. In Addition an Umpiring Data Base will be set up, to assist with Senior Team Umpire Allocation. The Data Base will be maintained by the Convenor and will be made available to all BRN Executive.
- viii) Organise umpire coaching for those that require assistance.
- ix) Shall provide a report at monthly club meetings.

## **COACHING CO-ORDINATOR**

- i) Assist wherever possible in improving the skill of coaches and players.
- ii) Inform coaches of all clinics run by the Association.
- iii) Handle all complaints pertaining to Coaches and Players – in the instance.
- iv) Shall provide a report at monthly club meetings.

## **GRADING CO-ORDINATOR**

- i) Co-ordinate grading sessions – Graders Evaluation, Paper & Practical Grading. This involves setting a date, time, & venue for all sessions.
- ii) Organising venue & being responsible for collecting and returning keys.
- iii) Be the contact person for BRN for any players unable to attend practical grading.
- iv) Ensure each team, (Coach/Manager) have grading evaluation sheets available to them.
- v) Collecting and collating all grading evaluation sheets that have been prepared for each player from previous years coaches/managers.
- vi) Whilst not actively involved in all grading of players, is required to be present and attentive at all paper and practical grading sessions. If in the event of one of the Grading Committee having to step away from grading an age group, the Grading Co Ordinator must step in to take the vacated position for that age group.
- vii) Be the representative for the Grading Committee – Any correspondence received regarding grading must be handled by the Grading Co Ordinator, in consultation and agreement with the Grading Committee.
- viii) Be responsible for receiving and providing to the Grading Committee a list of all registered players of BRN.
- ix) Be responsible for ensuring the announcement of teams is provided to the Communications Officer.
- x) Be responsible for placement of players into the Modified age groups.
- xi) Be responsible for the nomination of teams to SSNA, in consultation with the Grading Committee.
- xii) Be available to attend paper grading at SSNA if required.
- xiii) Submit all finalised graded teams to the Executive, before announcement on the BRN website.
- xiv) Be available to attend appraisal of SSNA grading's, if required.
- xv) The Grading Co-Ordinator shall provide in writing to the Secretary, names of nominees and any successful representative players for Club Records.
- xvi) Ensure all successful representative players are advertised in the BRN newsletter.

## **GRADING COMMITTEE**

The Grading Committee shall consist of up to 3 members + The Grading Co-Ordinator.

- i) Be responsible for grading all Junior Players within BRN.
- ii) Nominate Grades of Teams in consultation with the Grading Co-Ordinator.
- iii) Teams to be announced via the Web-Site after being presented to the Executive.
- iv) Members of the Committee shall attend paper grading and final grading at the Association.
- v) Attend appraisal of the Association grading.
- vi) Grading decisions will be deemed final upon release via web-site. All matters pertaining to Grading, are to be submitted in writing within 48 hours of teams being released via the web-site. Written submissions are to be directed to the BRN Secretary only, for presentation to the Grading Co-Ordinator.
- vii) All registered players must play in their correct age group. Under special circumstances the Grading Committee in consultation with the Grading Co-Ordinator shall consider placing players in a higher grade or age group.
- viii) Graders shall not participate if there is a daughter in that particular age group.
- ix) Practical grading sessions are not to be held unless a minimum of 3 graders are present (this includes the Grading Co-Ordinator). Where three (3) graders are not present grading will be postponed to a date to be advised. Where graders are unable to participate under sub-clause (viii) the Grading Co-Ordinator shall appoint a suitably qualified member to act on their behalf.
- x) Shall provide reports at monthly club meetings.

## **SOCIAL COMMITTEE**

- i) Organise Fund Raising.
- ii) Organise Presentation.
- iii) Organise Social events.
- iv) Organise Team photo night.
- v) Shall provide reports at monthly club meetings.

## **SPONSORSHIP OFFICER**

- i) The Sponsorship Officer is responsible for obtaining, coordinating and liaising with sponsors and advertisers of the Club.
- ii) The Sponsorship officer is responsible for providing/liaising with sponsors in regard to providing artwork for newsletter and website.
- iii) The Sponsorship officer should attend any functions for the promotion and/or representation of the Club.
- iv) Shall provide reports at monthly club meetings.

## **NEWSLETTER OFFICER**

- i) The Newsletter Officer is responsible for the maintenance and updates of the clubs Newsletter.
- ii) Provide a report at monthly club meeting.

## **COMMUNICATIONS OFFICER**

- i) The Communications Officer is responsible for the maintenance and updates of the clubs Website [www.ridgenetball.com.au](http://www.ridgenetball.com.au)
- ii) Provide a report at monthly club meetings.

### **UNIFORM CO-ORDINATOR**

- i) The Uniform Co-Ordinator shall be responsible for attending all Club Registration Days.
- ii) The Uniform Co-Ordinator shall be responsible for placing all orders for new clothing (not limited to but including uniforms) for our club.
- iii) The Uniform Co-Ordinator (in conjunction with the Social Committee) shall assist in the procurement of Presentation items.
- iv) The Uniform Co-Ordinator shall make recommendations as to improvements, and/or suggestions regarding (but not limited to) the club uniform, and clothing etc.
- v) Provide a report at monthly club meeting.

### **EQUIPMENT OFFICER**

- i) Order and prepare the equipment for start of season.
- ii) Make recommendations on the purchase of new equipment suitable for training purposes.
- iii) Maintain a register of all BRN equipment.
- iv) Ensure return of equipment at the end of the season and arrange storage during the off season.
- v) Provide a report at monthly club meetings.

### **NURSERY CO-ORDINATOR**

- (i) Take additional registrations.
- (ii) Allocate and supervise Nursery coaches.
- (iii) Organise teams to participate in SSNA Round Robin and SSNA Gala Day's.
- (iv) Organise trophies and gifts for presentation day.
- (v) Provide a report at monthly club meeting.

### **TEAM MANAGERS**

- i) Take up duties upon notification of team.
- ii) Be responsible for training and playing equipment.
- iii) Be responsible, within reason, for the health and well being of the team at training and match games.
- iv) Organise scoring at each match game.
- v) Organise the players/parents to submit match reports
- vi) Organise for representation at Club Meetings.
- vii) Organise end of year Team Report.
- viii) Liaise with Coach on matters of importance.
- ix) The Manager may approach the Coaching Co-Ordinator with any matter or difficulty regarding Coaching.

### **TEAM COACHES**

- i) Take up duties upon notification of team.
- ii) Carry out training sessions as deemed necessary.
- iii) Attend coaching clinics whenever possible.
- iv) Ensure that all players behave in a sporting manner.
- v) Liaise with the Manager on matters of importance.
- vi) The Coach may approach the Coaching Co-Ordinator with any matter or difficulty regarding Coaching.

### **UMPIRES**

- i) Wear club uniform, club tracksuit or whites.
- ii) Attend umpire clinics and umpire exams as required.
- iii) Be responsible for own umpiring roster and informing the Umpire Convenor as early as possible if unable to attend allocated game.
- iv) Any Umpire may approach the Umpire Convenor with any matter or difficulty.

## **CONDITIONS OF REGISTRATION**

At the time of registration, players may register as;

- i) An individual
- ii) Part of or a whole team – Cadets and Seniors only.
- iii) If any player shall be absent for 2 or more games, that an explanation be given (and place provided to do so) on the Registration Form.
- iv) All late junior registration/s regardless of what team they are going into must first be approved by ALL members of the Grading Committee.
- v) We reserve the right to place late registrations into the lowest grade team. If deemed necessary a “roll-up” effect to take place. With the approval from the Team Coach, player and parent and in consultation with the Grading Committee.
- vi) We reserve the right to implement a late registration charge at the discretion of the club. Such charge will be disclosed prior to Registration.
- vii) Once teams are announced, any withdrawal of a member from BRN will incur forfeiture of 30% of the current registration fee.
- viii) Once teams are registered with the Association, any withdrawal of a member from BRN will incur forfeiture of 100% of the current registration fee.

## **CONDITIONS OF PLAY**

- i) That where possible all players play equal games throughout the season (Day 1 to Day 14). Absences due to holidays or non attendance are not applicable to this rule. For Semi-finals, Finals and Grand Finals it is at the coach's discretion to choose the team.
- ii) That no player be allowed to compete in competition matches unless wearing the BRN uniform.

## **FINANCES**

- i) That the Netball NSW Membership and Insurances fees for all Non Playing Coaches is paid for and up to date.