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MALVERN NETBALL CLUB POLICY DOCUMENT - CONSTITUTION

1. Title

The title of the Association will be "Malvern Netball Club"

2. Objectives

1. To foster the development of Netball for children from Grade 3 level starting "Netta" through to Year 12 level and beyond.
2. To continue the learning and teaching of skills at all levels.
3. To encourage students and parents to become actively involved in Netball for the team building and fitness attributes
4. To assist in the provision of equipment and resources through activities that will generate income.
5. To foster healthy competition and friendship where winning is not the most important factor.

In meeting these objectives the activities of the Malvern Netball Club will prosper.

3. Membership

The members of the Malvern Netball club shall comprise of the following persons:

- Players Members who must be financial members of the Malvern Netball Association
- Parent Members who are members by virtue of their Player members above
- Life Members as determined and awarded by the current committee.

4. Register of Members

The Registrar or an appointed Committee member must keep a register of members in which is recorded the name, VNA number, address and contact details of each member and their parents.

5. Fees, Subscriptions and Registration

- There is no joining fee but there shall be a prescribed fee for each Season Winter and Spring.
- Life Membership shall be determined annually by the Committee of the Malvern Netball Club.
- All Player members must have current VNA membership before taking the court as this is the only insurance cover for the players.
- The Committee will determine the structure of such fees prior to each season.
- The committee will determine a date prior to each season as registration sessions or dates. Players must register on or before these dates.
- The committee will forward all financial members to the WDNA for registration
- Unfinancial players will not be permitted to take the court. Cases of financial hardship should be referred to the treasurer.
- The committee has the right to refuse registration of any player.

6. Team Selection Policy - Sub Junior

- Players must be registered and financial members of Malvern Netball Club and have current VNA registration
- Team selection is made according to the Netball Victoria guidelines and club policies formed after research of the members held in 1999. That is:

Friendships

Skill Development

Team Balance

- Recommendations will be made to the Waverley District Netball Association for appropriate grading of all teams at the time of registering teams and at regrading time.
- Teams will be structured with a minimum of 8 players and a maximum of 10 players to give maximum court time to each player. In exceptional circumstances 11 players will be allowed.
- Were more than the maximum number of players have registered the priority for selection will be in the following order :
 1. Current Malvern Primary School students who have played with the Club before
 2. Current MPS students who have not played before
 3. Past MPS students that have played before
- Players must attend training weekly to be considered to play on Saturdays.

Junior

- Players must be registered and financial members of Malvern Netball Club and have current VNA registration
- Recommendations will be made to the Waverley District Netball Association for appropriate grading of all teams at the time of registering teams and at regrading time.
- Team Selection will be based on

Friendship Groups as the children will be a different schools and wish to remain with friends

Time of games for children with Saturday school commitments

Team balance

- Were more than the maximum number of players have registered the priority for selection will be in the following order :
 1. Players who have represented the club in previous seasons
 2. Players who have not played previously with the Club

Male Players

In accordance with the WDNA and Netball Victoria Guidelines, male players can compete in the teams registered in the Sub Junior Levels. Once in Junior Levels they must enter in the mixed team divisions.

7. Structures of each team

- Teams will be structured in Grade 4 level mainly around friendship groups as skill levels would not have been established.
- Teams entering Grade 5 level will be mixed up for the Winter Season taking into consideration the other selection criteria of skill development and team balance as well as introducing the concept of teamwork and working with others.
- At the discretion of the committee other teams may be changed where required due to numbers, personal player issues, and skill development.
- Normally new players would not be registered mid season unless needed to increase team numbers to make a team viable.
- Primary aged players should play within a team of their own year level, unless required in the form of a composite team due to uneven numbers in year levels or new players starting the game of netball. This needs to be agreed by committee.
- Players in Junior levels may play in their own year levels, however can play up a year if needed and suitable considering skill level.
- At the discretion of the committee other complete teams from outside Malvern Primary may become members of Malvern Netball Club. They should have their own coach and will be required to wear and purchase the club uniform.
- Malvern Netball Club has embraced the Netball Victoria guideline of rotating all Sub Junior players through all court positions during a season to learn the skills of both defence and attack. All players should also have equal court time throughout the fixtured season.

8. Finals Policy

- WDNA conducts finals from Grade 6 level upwards. Malvern Netball clubs policy is that all children will participate in a least one quarter during the finals. The team coach has the discretion to choose the most competitive team for all finals games taking into consideration team balance, height matchups, and commitment to the team and service to the Club. Rotation of players through the positions of the court is not appropriate for finals games and is at the discretion of the coach.

9. Club Uniform

All Children are required to be equipped with the Malvern Netball Uniform as set out below:

Sub Junior Teams

Red pleated Netball Skirt, worn with light blue school t-shirt. White socks and sports shoes.

Junior Teams

Lycra Netball Skirt, of Navy background with Red and light Blue patterned skirt, white socks and sports shoes.

10. Codes of Conduct

The Malvern Netball Club expects its players, coaches and parents to observe at all times these acceptable codes of behaviour and sportsmanship in representing the club.

Coaches

- All players must be financial with Malvern Netball Club and have current VNA registration.
- Remember all children participate for pleasure, winning is not a priority
- Never ridicule or yell at a child for making a mistake or losing
- Be reasonable in your demands on your players time, energy and enthusiasm, set realistic standard and objectives
- Teach the children to follow rules and accept the umpires decision
- Provide training and game opportunities that ensure everyone has a reasonable chance of success and to improve and acquire skills and develop confidence
- All players should receive equal court time during the season
- Be aware of the clubs Finals policy
- Keep up to date with the latest coaching practices and the principles of growth and development of the children.
- Co-operate with other coaches by making the most appropriate player available to play in a higher grade to make up team numbers
- Ensure your equipment meet the safety standards
- Remember children need a coach they respect, be generous with your praise and set a good example. Positive reinforcement and encouragement are important for building self-esteem and confidence in your players.
- Good sportsmanship is essential for all players and should be encouraged by parents to set the example.

Players

- Play by the rules,
- Never argue with an official, have your coach approach the official during a break
- Control your temper, abuse of officials or players is not acceptable in any sport
- Work equally hard for yourself and your team
- Be a good sport, shake hands with your opponent at the end of each game
- Treat all players as you would like to be treated, do not bully another player
- Co-Operate with your coach and teammates.
- Be ready for each match 15 minutes before.
- Play for the fun of netball. Advise your coach as early as possible if you are unavailable.
- Always attend training, if you can't advise your coach
- Be accommodating when you are asked to play for another Malvern Team in a higher grade.

Parents

- Remember children play sport for their enjoyment not yours. Encourage children to participate.
- Focus on the children's efforts and performance instead of winning or losing
- Encourage the children to participate according to the rules
- Never ridicule or yell at a child for making a mistake or losing a game
- Remember positive comments are motivational
- Remember children learn by example, applaud good play from both teams, encourage good sportsmanship
- Show appreciation for volunteer coaches, committee members and administration, without them your child would not participate
- Remember the coach has been appointed to direct the team, if you have an issue approach the coach after the game
- Respect official's decisions and teach the children to do the same
- Parents are encouraged to support the players by their presence at matches.
- Parents are responsible for the payment of subscriptions when they are due.

10 Annual General Meeting

- The members of Malvern Netball Club shall meet at least once in each year at an Annual General Meeting in August or some other time such as agreed by a quorum of the committee.
- The audited Annual Financial Statements will be presented.
- Notice of the Annual General Meeting shall be given at least 28 days prior to the meeting through the post to each family after having been recommended by the President and approved by the general committee.
- Items for the agenda must reach the secretary 7 days prior to the meeting to be discussed
- Any changes to the Malvern Netball Club constitution, needs a majority vote from its members (Parents/Players). Notice of any changes must be advised prior to the AGM where the vote is taken.

13. Nominations for Election to Office

Nominations in writing for the position of any elected office (signed by a proposer and seconder, both being members of Malvern Netball Club must be received by the Secretary prior to the Annual General Meeting. In the case of a vacancy, nominees may be called from the floor at the Annual General Meeting.

11. General Meetings

- General Meetings of the Malvern Netball Club may be held from time to time as decided by the Committee.
- At least twenty-eight days' notice shall be given for any Extraordinary Meeting of the General Committee. Extraordinary meetings may be called by the President or by at least six members of the General Committee who shall have notified the Secretary in writing of their reason for such a meeting.

12. Committee meetings

- Six members of the Committee shall constitute a quorum.
- The President shall be the Chairperson of the Committee meetings. If absent, the other Committee members shall elect a Chairperson from the Committee members present.
- Any motion, resolution or determination shall be passed by a simple majority of elected and invited members present.
- The Committee may establish standing or special purpose sub-committees with such authority, as the Committee deems fit mainly to organise Presentation Nights or social events.
- Twice each year the committee meeting will include the Registration meeting to determine the teams entered in the competition for each season.
- Each Committee meeting shall be minuted by the Honorary Secretary. If absent, the other Committee members shall elect an Honorary Secretary from the Committee members present.

11. Office Bearers and Committee

The Management of the Malvern Netball Club shall be vested in the current committee which shall comprise the elected office bearers and other Committee Members. The Committee shall meet at least six times per year.

- A President, Vice President, an Honorary Secretary, Honorary Treasurer, Sub Junior Co-Ordinator, Junior Co-Ordinator and Registrar will be elected to hold office as the Executive for the ensuing year at the Annual General Meeting.
- Other Committee Members will be elected annually at the Annual General Meeting of the Malvern Netball Club, or co-opted as the need arises at a Special General Meeting.
- All members of the Committee shall be members of Malvern Netball Club
- The Committee of the Malvern Netball Club shall not be comprised of less than 10 members.

Positions and responsibilities

President	-	Chairs meetings, conducts Annual General Meeting, is MC of the presentation night. Co-ordinates the Sports camps in the school holidays. Oversees Policies and Guidelines and deals with parental complaints or concerns. Is Liaison person to WDNA and Netball Victoria Junior Development.
Vice-President	-	Assist in the role, before taking over
Secretary	-	Is responsible for arranging each committee meeting, typing up the agenda for the meeting accepting apologies, taking and typing minutes of the meeting, then distributing in good time before the next meeting. Taking care of necessary correspondence. Is also the second contact for WDNA.
Treasurer	-	Takes care of all banking. Co-ordinates with the Registrar that each team player is fully paid up prior to each season starting. At the beginning of the year co-ordinates the VNA insurance payments of each player. Pays invoices authorised by the committee.
Sub Junior Co-ordinator	-	Liaison at primary school for all teams. Co-ordinates training times with coaches and year level training managers. Arranges for scores to go into School newsletter and any other important Netball Club information. Distributes registration forms for each season to children at school. Distributes information on Netta to Grade 3 level children. Assists with Registration day for Sub-Junior level
Junior CoOrdinator	-	Liaison with Junior coaches, arranges distribution of notices and registration forms. Arranges Higher Junior teams presentation
Registrar	-	Controls and updates database of all current and past members. At registration time processes each form with payment in conjunction with Treasurer to update team lists for applying to Waverley District Netball Association for teams entrance into Winter and Spring seasons.

General Committee - Assist with organisation of Registration Day, Presentation Day, Annual General meeting, Information day and Club fundraising events.

12. Period of Office

Due to previous years when the club was in jeopardy of dissolving due to the entire committee resigning together, a succession plan was devised. Only half of the committee come up for re-election at the one time and all office bearing positions would have an assistant who would be the person to take over the role the next year. All office bearing positions are for a two year term. Elections will be held at the Annual General Meeting if there are two or more people nominated for the vacant positions.

12. Voting

All members are eligible to vote at any General Meeting of Malvern Netball Club. Each member of the General Committee shall have one vote at General Committee meetings and the President shall have a casting vote. Each member of a sub-committee shall have one vote at each Sub-committee meeting.

13. Quorums at Meetings

- At the Annual General Meeting of Malvern Netball Club the quorum shall be seven Members.
- At a General Meeting of Malvern Netball Club the quorum shall be five Members.
- At any sub committee meeting of Malvern Netball Club the quorum shall be at minimum of 50% of the sub committee members.

14. Casual Vacancy on General Committee

If any member of the General Committee ceases to be a member thereof, the General Committee may elect another Member to fill the casual vacancy, and such Member so elected shall remain a member of the committee until the next Annual General Meeting of Malvern Netball Club.

18. Finances

- A bank account in the name of Malvern Netball Club shall be operated from time to time by such persons as are appointed by the General Committee and, in the absence of other direction by resolution, shall be operated by the President, Secretary, and Treasurer. All cheques are required to have two signatures of the above mentioned.
- An Income and Expenditure report, a balance sheet, statement of cash position and statement of accounts payable and receivable shall be prepared and be presented at the Annual General Meeting and at the General Committee meeting when requested.
- Monies received shall be banked in the Malvern Netball Club account as soon as practicable.
- Approval to spend money to purchase any requirement related to Malvern Netball Club approved activities must be voted on as a motion and approved at a meeting. If such expenditure requirements arise where there is inadequate time to do this, approval can be sought from the President, Secretary, Treasurer. Such expenditure must subsequently be presented at the following meeting, together with an explanation of the relevant circumstances, for approval.

19. Appointment of an Auditor

The Committee shall appointed an Honorary Auditor at the Annual General Meeting for the ensuring year. Members of the Malvern Netball Club committee shall not be eligible to hold the office of honorary auditor.

20. Alteration of the Constitution.

The Constitution may be amended or repealed at any Annual General Meeting or Extra Ordinary Meeting where 28 days notice of the intended motion for alteration has been given to all persons entitled to receive notice of the meeting. Changes will be carried with a majority vote by the club members.

21. Discipline and Grievance Policy

This discipline and grievance policy of the Malvern Netball Club has been adopted from the Netball Victoria recommended policy. A larger policy document is available on request, however the policy structure is as follows:

- A member of the Malvern Netball Club shall not breach, fail, refuse or neglect to comply with the provisions of the regulations and or policies of the committee or act in a manner unbecoming or prejudicial to objectives or interests of the club. A grievance from a member will be addressed with the same steps
- Any member, committee member, official or other interested party may give written notice of a complaint relating to conduct or a grievance to the secretary.
- The secretary shall as soon as practicable, but within 7 days, forward the complaint to the President and one other committee member.
- The committee will as soon as practicable after receiving the notice investigate and consider the matter and within 14 days will determine whether the matter should be dismissed or whether there are reasonable grounds to believe there may be a breach or policy or a ligament grievance.
- If the committee decides that the complaint should be dismissed it shall give written notice of the dismissal of the complaint.
- If the committee determines the matter warrants review, it shall give written notice of such to the member setting the grounds of the breach and stating that the member may address the committee with the grievance at a hearing to be held within 21 days.
- The committee will meet and give the member every opportunity to be heard. They can also request or require the complainant to organise a witness to attend the meeting.
- The committee having heard the submission or evidence of the member or complainant may expel the member from the club, reprimand the member or suspend the member.
- If the member exercises the right of appeal by written notice, the committee will convene another meeting with a mediator.
- If the dispute referred to mediation is not resolved there shall be no further complaint or appeal under the rules of Malvern Netball club.

*** Full written policy available on request from the Secretary of Malvern Netball Club.

21. Dissolution.

The Malvern Netball club shall be dissolved when;

- A resolution to this effect is carried at a General Meeting or Extra Ordinary meeting of Malvern Netball Club or at the completion of an Annual General Meeting with 28 days notice of the proposed dissolution resolutions having been given to all members entitled to receive notice of that meeting.

- In the event of a dissolution
 - 1) All assets (after satisfying all debts and liabilities) shall be handed to the committee for majority vote on the donation of the balance.