



**TALLYGAROPNA  
FOOTBALL NETBALL CLUB  
INCORPORATED  
A0000794B**

**BY LAWS**

(Adopted as at 01/12/2017)

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### 1. TERMS OF REFERENCE

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- a) "Constitution" means the constitution of an Association or Club. It may otherwise be referred to as the Rules of Incorporation. If an incorporated association does not have its own Constitution, the model rules will apply.
- b) "Bylaws" are additional rules which apply to members which generally deal with internal and administrative matters. The Bylaws are made under the Constitution. Accordingly, the Bylaws are subordinate to the Constitution and must not be inconsistent with the Constitution. An Association or Club should have a clause in the Constitution that provides the power to the Board or Committee to make Bylaws.
- c) Unless specified separately, all rules shall refer to both football and netball

### 2. LEAGUE AFFILIATION

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- a) The Club shall recognise and be bound at all times by the player code and rules of the Kyabram District Football Netball League and any alterations made by that body.

### 3. ANNUAL GENERAL MEETING

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- a) The Annual General Meeting of the club shall be held before November 30 each year.
- b) At the commencement of the Annual General Meeting all seats are to be declared vacant and a Life member of the club is to chair the meeting.
- c) Nominations are received for positions for individuals to sit on the committee (Note: An individual can undertake dual positions) – see 4. Committee Structure

### 4. COMMITTEE STRUCTURE

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- a) Executive Committee
  - i. President
  - ii. Senior Vice President Football
  - iii. Senior Vice President Netball
  - iv. Junior Vice President Football – Operations
  - v. Junior Vice President Netball – Operations
  - vi. Secretary
  - vii. Treasurer
- b) General Committee Portfolios
  - i. Governance
  - ii. Membership
  - iii. Food/Beverage
  - iv. Fundraising
  - v. Merchandise
  - vi. Junior Development
  - vii. Sponsorship
  - viii. Promotions/Social Media
  - ix. Awards
  - x. Social
  - xi. Umpires/Trainers
- c) These Positions are filled for a 12-month period until the next Annual General Meeting (AGM) in which the applicant can re-nominate for the position.
- d) The committee shall meet at least once a month for a twelve-month period on a day designated by the committee. Additional meeting/s may also be called to transact any club business that may be required.
- e) Two committee members shall represent the club at directors meeting of the Kyabram District Football Netball League. These members shall keep the committee advised of the doings and transactions of the league.

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### **5. CORRESPONDENCE**

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- a) All correspondence must be in writing from the Club Secretary or authorised person to the Association Secretary.
- b) All correspondence from the Association will be addressed to the Club Secretary or authorised person.

### **6. INFORMATION TO MEMBERS**

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#### **6.1 Information to Members**

- a) The Club shall provide the following information in writing to all members prior to the start of the season:
  - i. Club contact details
  - ii. Club venue address
  - iii. Association Rules of Competition
  - iv. Club Rules of Incorporation and By-Laws
  - v. Fixtures
  - vi. Team training details – date/time/venue
  - vii. Contact details for Team Officials
  - viii. Contact details for Club Official/s
  - ix. Club calendar of Events, Closing Dates
  - x. Details of Courses, Seminars etc

#### **6.2 Information to Players**

- a) The Player Information Kit shall include:
  - i. Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Player Insurance etc.
  - ii. Fees and any other fees that may be deemed necessary for that season.
  - iii. Details of uniform requirements and costs.
  - iv. Information regarding any meetings or other requirements of the Club or Association.
  - v. Medical Indemnity Form/Consent Form
  - vi. Codes of Behaviour and penalties for any breaches.

### **7. FINANCE**

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#### **7.1 Fees**

- a) The Committee shall set fees annually.
- b) Netball Player Insurance Fees must be paid prior to players taking the court.
- b) Club Fees must be paid no later than the players third match.
- c) Players will not be permitted to take the court/field until the above fees are paid.

#### **7.2 Reimbursement**

- a) Club committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- b) Club Umpires will be paid, per match, a fee set by the Committee at the start of the season. This fee shall be paid at the conclusion of the match. Fees may be altered at the discretion of the Committee.
- c) League Umpires will be paid in accordance with the direction of the Kyabram District Football Netball League.

#### **7.3 Player Payments – Football**

- a) A player payment committee will comprise of 4 members whom shall be
  - i. President
  - ii. Senior Vice President Football
  - iii. Senior Coach
  - iv. Treasurer

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- b) A Football Personnel Payments Budget will be set prior to the commencement of the season by the committee as per the Club Sustainability Program.
- c) All player payments must be authorised by a minimum of 2 people of the player payment committee before payment is made.
- d) Player payments will be identified-at the start of the season and signed off by all members of the player payments committee and kept by the treasurer at all times.
- e) All player payments will be delivered as per agreement by player payment committee and player.

### 7.4 Club Financial Budget

- a) On an annual basis, the club shall adopt an annual budget for the upcoming season.

## 8. AGE REQUIREMENTS

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### 8.1 Football

- a) Participant age is determined as at 31st December of that year.
- b) Age requirements for under 18 is that players must be 13 as of 1<sup>st</sup> January of the current season and under the age of 18 as of 31<sup>st</sup> December of the previous season as per KDFNL Requirements.
- c) Over & Under age players can apply to the league in writing for special circumstances to play in the Under 18 Competition.

### 8.2 Netball

- a) Participant age is determined as at 31st December of that year.
- b) Minimum age as per KDFNL requirements:
  - i. Minimum playing age of a Netball player in an open side must be 13 years of age as at the 31st December of the current season.
  - ii. A player participating in the junior competition has a minimum age of 12 years as at the 31st December of the current season.
- c) Over & Under age players can apply to the league in writing for special circumstances to play in the junior & senior competition.

## 9. UNIFORM

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### 9.1 Football

- a) The club uniform is a predominately navy-blue jumper (Short or Longsleeve) with a Red Vee on the front, Blue Shorts with Red Stripe down the side, Red Socks.
- b) The jumper shall remain property of the club.
- c) Players will not be permitted to take the field unless they are in full uniform

### 9.2 Netball

- a) The club uniform is red, white and blue multi swirl pattern dresses, navy blue or black knicks, plain white socks (above the ankle)
- b) The dress must be purchased through the club to maintain consistency of colour and design.
- c) Players will not be permitted to take to the court unless they are in full uniform.

## 10. APPOINTMENT OF COACHES

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- a) Towards the conclusion of the current season the committee is to meet with all Club Coaches to evaluate the season and discuss the individual's future coaching endeavours with the club for future seasons.
- b) The committee has the power to call for expressions of interests for all grades of the club, unless under current contract.
- c) The committee has the power to appoint a coach for the remainder of a season in the event of a vacancy occurring during the season.
- d) Coaching Expressions of interest will be advertised

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- e) Expressions of Interests need to be addressed to the Secretary of the Club outlining the individual's previous coaching experience and their rationale for applying for the position.
- f) The Committee shall appoint appropriate people to sit on the coaching committee.
- g) The coaching committee are to meet with the applicants and determine the successful candidates for each grade.
- h) If a coaching position is not filled the committee will endeavour to source a coach to fulfil this role.

### 11. TEAM OFFICIALS

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#### 11.1 The Team Officials are Coach, Manager and Captain

- a) Managers
  - i. A manager shall be appointed for each selected team.
  - ii. Managers will be selected by the coach and/or team members for each selected team.
- b) Captain
  - i. A Captain shall be named for each team.
  - ii. The Executive committee may recommend to the coach names of players appropriate for the positions of captain.
  - iii. The coach in conjunction with the appropriate Senior Vice President shall appoint the captain.

### 12. SELECTION OF TEAMS

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#### 12.1 Football

- a) A match committee will be comprised of five persons who shall select the senior team for all matches in which the club might engage and shall perform such other functions as might be delegated to it by the executive committee

#### 12.2 Netball

- a) The Selection Panel consists of all club coaches to select their individual squads.
- b) All players and future players will be notified of trials commencing by the following means:
  - i. Notice sent at the beginning of the year to existing members outlining dates of trials
  - ii. Advertised
  - iii. Footballers will be notified of netball trials
- c) The committee will set dates for the trials at the commencement of the year and notify all players at least one month prior to trials commencing.
- d) Trials will take place two nights per week over a two-week period and players will be notified of the outcome within 7 days following the trials.
- e) Players unable to attend the minimum two trials will not be eligible for selection. If this criterion cannot be met due to extenuating circumstances, individual cases will be considered by the selection panel in conjunction with executive committee whose decision is final.
- f) Player recruitment occurring after trials must not affect any other grades of the club. The proposed recruit must be discussed within the team, all senior/junior coaches and netball operations, with a secret ballot to be held with a unanimous decision reached.

### 13. PRESENTATION NIGHT

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- a) At the conclusion of the Season, a Presentation Night shall be held.
- b) The date and format shall be determined annually by the Committee
- c) Presentation of all awards shall be made on the Presentation Night.
- d) Recognition of achievements shall be made on Presentation Night.

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### **14. AWARDS**

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- 14.1 Netball Voting for Best & Fairest shall be as follows:
- Voting shall take place during the Home and Away Season.
  - Votes shall be placed in the envelope provided and delivered to the appropriate committee person at the conclusion of the matches.
  - Playing coaches are exempt from filling in a vote card.
  - Three vote cards shall be distributed by the team manager prior to each match.
  - Voting shall be 3 votes for the best player, 2 votes for the second-best player and 1 vote for the third best player.
- 14.2 Football Voting for the Best & Fairest shall be as follows:
- Voting shall take place during the Home and Away Season.
  - Votes shall be placed in the envelope provided and delivered to the appropriate committee person at the conclusion of the matches.
  - Playing coaches are exempt from filling in a vote card.
  - Three vote cards shall be distributed by the Team Manager prior to each match.
  - Voting shall be 4 votes for the best player, 3 votes for the second-best player, 2 votes for the third best player and 1 vote for the fourth best player
- 14.3 Voting for the Best Club Person Award shall be as follows:
- Nominations forms are to be completed and given to the Club Secretary.
  - Nominations can be received throughout the Home and Away season.
  - At the conclusion of the season, the executive committee will meet and determine the recipient of the 'Best Club Person Award'
- 14.4 Life memberships will be awarded by the life membership committee as deemed appropriate.
- 14.5 Other forms of recognition shall be awarded by the Committee as deemed appropriate.

### **15. REPRESENTATIVE TEAMS/TOURNAMENTS**

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- Players shall be encouraged to try out for Association Representative teams and any other representative teams.
- Individual teams may apply to the Committee to enter tournaments.
- All costs of entering tournaments are to be met by the Team, unless approval granted by the committee.

### **16. FUNDRAISING**

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- The Fundraising Committee shall determine the fundraising activities.
- Individual must seek approval from the Fundraising Committee for any individual fundraising activities. Organisers must approach fundraising committee prior to the event, providing details of and rationale for the fundraising activity.
- All members are required to support the fundraising activities.  
Penalty: to be determined by the Committee

### **17. COURSES, SEMINARS & OTHER OPPORTUNITIES**

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- The Club shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.
- The Club shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.

### **18. ACCREDITATION**

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- The Club shall ensure that all officials have current appropriate minimum qualifications.

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- b) Where minimum qualifications/accreditation standards are not met, the Club shall encourage and support the member/s to achieve the minimum standards.
- c) The Club will not appoint any person to an official position unless that person to be appointed has achieved the minimum standard qualification/accreditation.

### 19. RISK MANAGEMENT

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- 19.1 Injury Reporting
  - a) Trainers and players are responsible for recording all injuries on the Injury Reporting Sheets provided.
- 19.2 Pre-Match Checklist
  - a) A pre-match checklist will be completed prior to all Tallygaroopna Football Netball Club matches.
- 19.3 Pregnancy
  - a) The Tallygaroopna Football Netball Club will adopt Netball Victoria and AFL Victoria Country Guidelines.
- 19.4 First Aid
  - a) The Tallygaroopna Football Netball Club:
    - i. will provide a complete First Aid Kit and be accessible on game day. This maintained by the trainers.
    - ii. will have a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.
    - iii. will endeavour to have a qualified first aider present at all competition/training.
- 19.5 Emergency procedures
  - a) Emergency phone numbers and information will be displayed.
- 19.6 Weather
  - a) In the case of extreme weather conditions, the Tallygaroopna Football Netball Club will follow Netball Victoria and AFL Victoria Country guidelines.
- 19.7 Blood Policy and Infectious Diseases
  - b) The Tallygaroopna Football Netball Club will adopt Netball Victoria and AFL Victoria Country Guidelines.
- 19.8 Pre-participation Screening/ Medical Indemnity
  - a) The Tallygaroopna Football Netball Club will adopt Netball Victoria and AFL Victoria Country Guidelines.
  - b) These forms will be collected and stored by the club's head trainer.
- 19.9 Smoke Free
  - a) The Tallygaroopna Football Netball Club will adopt a SmokeFree policy as prescribed by Quit Victoria.
- 19.10 Responsible Serving of Alcohol in Sporting Clubs
  - a) The Tallygaroopna Football Netball Club will adopt a Responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program in accordance with the Tallygaroopna Football Netball Club's policy.
- 19.11 Sun Protection
  - a) The Tallygaroopna Football Netball Club will adopt a SunSmart policy as prescribed by the Cancer Council Victoria.



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### 19.12 Codes of Conduct

- a) The Tallygaroopna Football Netball Club will adopt Codes of Conduct.

### 19.13 Drug Policy

- a) The Tallygaroopna Football Netball Club will follow/adopt Netball Victoria and AFL Victoria Country guidelines.

## **20. DISPUTE RESOLUTION**

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- a) The Committee will impose a penalty to any member that fails to adhere to these By-laws.
- b) Any member who does not agree with a penalty or action of the Committee made under this By-law, may advise the Committee within 48 hours of the penalty or decision being made.
- c) The Committee may then:
  - i. discuss the issue with the relevant team and make a decision regarding the matter. The Committee shall inform the party/ies involved of their decision either verbally or in writing; or
  - ii. have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.

## **21. SPECIAL CIRCUMSTANCES /PROVISIONS CLAUSE**

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- a) Where this By-law is silent, a decision can be made that ensures the integrity of the Tallygaroopna Football Netball Club is maintained at all times.
- b) The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in this By-Law relating to the Tallygaroopna Football Netball Club.

## **22. INDEMNITY**

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