



We are a Good Sports club



PO Box 54, Undera, Vic, 3629
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UNDERA FOOTBALL NETBALL CLUB INCORPORATED

BY LAWS

(Last Updated as of **9 MARCH 2021**)



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1. Terms of Reference

- 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 set out by Consumer Affairs Victoria 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.
- c) "The Club" refers to the Undera Football Netball Club Incorporated.
- d) "The Committee" refers to the elected Individuals voted on to make operational decisions on behalf of the Club.
- e) "Individual" or "Member" is a financial member of the Club.
- f) Unless specified separately, all rules will apply to both Football and Netball.

2. League Affiliation

- a) The Club will recognise and be bound at all times by the Player Code of Conducts and rules of the Kyabram District Football Netball League and any alternations made by that body.
- b) A decision to unaffiliate with the Kyabram District Football Netball League can only be made at an Annual General Meeting or Special General Meeting and requires a majority of the attending vote in favour to pass the motion.

3. Annual General Meeting

- a) The Annual General Meeting of the Club will be held by 30 November annually.
- b) Notice of the Annual General Meeting must be advertised, giving at least 21 days notice.
- c) Once the outgoing Committee have presented their reports for the season, all seats are to be declared vacant and a Life Member of the Club will chair the election for the incoming Committee.
- d) Nominations are received for positions for Individuals to sit on the committee.
- e) As per the Constitution, if there is more than one nominee for the same position, a blind ballot will take place, and the Individual with the majority of votes will take on the position.
- f) As per the Constitution, if a position is not filled at the Annual General Meeting, it can remain vacant and can be filled at a later date by the Committee.

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4. Committee Structure

- a) The Executive Committee will consist of 6 individuals.
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Senior Football Director
 - vi. Senior Netball Director
- b) The General Committee will consist of a minimum of 4 members, with no maximum number of members. Examples of positions include:
 - i. Junior Football Director
 - ii. Junior Netball Director
 - iii. Membership Coordinator
 - iv. Merchandise Coordinator
 - v. Fundraising Coordinator
 - vi. Social Events Coordinator
 - vii. Sponsorship Coordinator
 - viii. Social Media/Website Coordinator
 - ix. General Committee Members (multiple)
- c) These positions are filled for a 12-month period until the next Annual General Meeting in which the Individual can re-nominate for the position or step down.
- d) An Individual can hold multiple roles on the Committee, so long as they are committed to fulfilling both roles equally, however it cannot be 2 Executive Committee positions.
- e) An Individual can resign their position on the Committee during the term, with written notice to the Club Secretary. It will then be tabled at the next Committee Meeting.
- f) If an Individual does not fulfill their duty on the Committee, the Executive Committee will meet with that Individual to discuss their role within the Committee. If the Individual does not fulfill their duty on the Committee after the meeting has been held, the Executive Committee can remove that Individual from the position.
- g) Committee Members will sign a Code of Conduct Form (Appendix 1) at the first meeting of each season. Committee Members in breach of the Code of Conduct Form will be asked to step down from the Committee.

5. Committee Meetings

- a) The Committee will meet at least once a month for a 12-month period on a day and time designated by the Committee. Additional meeting/s may also be called to discuss any urgent matters as required.
- b) Matters discussed at Committee Meetings are of confidence and should not be discussed with people outside the Committee. A Committee Confidentiality Form (Appendix 2) will be signed by each Committee Member at the first meeting of each season.
- c) As per the Constitution, 7 days' notice of a Committee Meeting must be given to each Committee Member.

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- d) Any items of discussion need to be submitted to the Club Secretary for the Agenda of the meeting, 48 hours prior to the meeting starting. Items that are not on the Agenda will not be discussed.
- e) The Agenda will be sent out 24 hours prior to the meeting starting to allow Committee Members time to prepare for the meeting.
- f) Committee Meetings will have a maximum time limit of 2 hours. The Chair of the meeting will respectfully move the meeting along if conversations are digressing.
- g) A motion must be moved and seconded for each decision that is made by the Committee.
- h) Minutes of the Committee meeting must be distributed to Committee Members within 1 week of the meeting.
- i) Two Executive Committee Members will represent the Club at the Delegates Meetings of the Kyabram District Football Netball League. These members will provide a report to the rest of the Committee of the discussions from the Delegate's Meeting. Anything urgent must be reported within 12 hours of the meeting.

6. Correspondence

- a) All correspondence must be in writing from the Club Secretary or authorised person to the Club Secretary.
- b) All correspondence to and from the Club will be addressed to the Club Secretary or authorised person to the Club Secretary.
- c) All correspondence should be proofread by another Executive Committee member before being sent out.
- d) All correspondence should be sent out in PDF format so that it cannot be edited.
- e) Any incoming correspondence should be forwarded to the relevant people as soon as possible.

7. Information to Members

- a) The Club will provide the following information to all Members prior to the start of the Season.
 - i. Club Contact Details & Address
 - ii. Contact Details for Committee & Coaches
 - iii. Club Rules of Incorporation (Constitution) and Club Bylaws
 - iv. Fixtures & Social Calendar
 - v. Training Details
 - vi. Membership Costs
 - vii. Merchandise Costs
- b) The Club will provide the following information to all Players prior to the start of the Season
 - i. All of the above items outlined in 7a.
 - ii. Due date and amount of all fees that are to be paid for the season including Player Insurance
 - iii. Details of uniform requirements and costs
 - iv. Medical Indemnity Forms/Code of Behaviour Forms
 - v. Football only – Paid Senior Player Contract Forms

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8. Financial Matters

Membership Fees

- a) The Committee will set the Membership Fees at the first Committee Meeting annually.
- b) Membership Fees must be paid in full no later than the players fifth match.
- c) After the fifth match, players will not be permitted to take the court or field until the Membership fees have been paid.
- d) A player with outstanding payments will be ineligible to play in finals matches.
- e) Netball only – Netball Victoria Membership (VNA) must be paid prior to a player taking the court for any practice match or season match.

Club Accounts & Payments & Income

- f) The Club will have an account with Goulburn Murray Credit Union in Shepparton. This account requires 3 signatories to be listed from the Executive Committee, one being the Treasurer.
- g) There are to be no other bank accounts held in the Clubs name without approval from the Executive Committee.
- h) All outgoing payments made via EFT, Cheque or Cash must be signed off by 2 of those signatories, one being the Treasurer.
- i) A receipt register will be kept by the Treasurer for all incoming payments, and must be provided on request by the Committee.
- j) All forms of cash income from Bar, Canteen, Gate & Functions will be counted at the same time by the Treasurer and one other Committee Member at the end of each day/event.

Reimbursements

- k) Committee Members will be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied before being reimbursed.
- l) Any expenses over \$200 should be run past the President or Treasurer prior to purchase.
- m) Club Umpires will be paid, per match, a fee set by the Committee at the start of the Season. This fee will be paid at the conclusion of the match. Fees may be altered at the discretion of the Committee.
- n) League Umpires will be paid in accordance with the direction of the Kyabram District Football Netball League.

Player Payments - Football

- o) A Football Budget will be set prior to the commencement of the season by the Executive Committee. The Budget will include player payments, incentive payments and coaching payments.
- p) The President/Vice President, Senior Football Director, Senior Coach and Treasurer will have knowledge of each Paid Senior Players contract.
- q) All player payments will be delivered as per the Paid Senior Players Contact, there will be no advances in payments. Payments will be distributed by the Senior Football Director after the completion of the game.



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Club Financial Budget

- r) On an annual basis, the Club will adopt an annual budget for the upcoming season.
- s) As per the constitution, the Treasurer will provide monthly Financial Reports to the Committee at each Committee Meeting.

9. Age Requirements

Football

- a) Participant age is determined as of 31 December of the playing year.
- b) Age requirements for Under 18 is that players must be 13 as of 1 January of the current season, and under the age of 18 as of 31 December of the of the previous season, as per the Kyabram District Football Netball League Bylaws.
- c) Over & Underage players can apply to the league in writing for special circumstances to play in the Junior Competition. This letter will be submitted by the Club Secretary in conjunction with the Senior & Junior Football Directors.

Netball

- d) Participant age is determined as of 31 December of the playing year.
- e) Minimum age requirement as per the Kyabram District Football Netball League Bylaws;
 - i. Minimum playing age of a Netball player in the Senior competition must be 13 years of age as of 31 December of the current season. Minimum playing age of a Netball player in the Junior competition must be 8 years of age as of 31 December of the current season.
 - ii. Over & Underage players can apply to the league in writing for special circumstances to play in the Junior or Senior Competition. This letter will be submitted by the Club Secretary in conjunction with the Senior & Junior Netball Directors.

10. Uniforms

Football

- a) The Club uniform is a Maroon & Gold Jersey (short or long sleeve), custom made Maroon Shorts with Club logo, and Maroon Socks.
- b) The jumper will remain property of the club, unless the jumper is purchased by the player.
- c) Players will not be permitted to take the field unless they are in full uniform.
- d) Any fines received by the club for incorrect uniform will be at the expense of the player in question.
- e) Uniforms that are wilfully damaged will be the responsibility of the player to replace.

Netball

- f) The Club uniform is a Maroon, Gold & Blue custom-made Netball Dress, Black Netball Knicks, and White Socks with Undera written on them.
- g) The dress can be either purchased to own or hired from the club for a deposit.
- h) Players will not be permitted to take the court unless they are in full uniform.
- i) Any fines received by the club for incorrect uniform will be at the expense of the player in question.
- j) Uniforms that are wilfully damaged will be the responsibility of the player to replace.

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11. Appointment of Coaches

- a) Towards the conclusion of the current season, the Committee is to meet with all Club Coaches to evaluate the season and discuss the Coaches future endeavours with the club.
- b) The Committee will advertise Expressions of Interest for all Coaching positions at the end of each season, except those under contract for multiple years.
- c) Expressions of Interest need to be addressed to either the Senior Football Director or Senior Netball Director for each respective sport, outlining the Individual's previous coaching experience and their rationale for applying for the position.
- d) The Senior Football Director and Senior Netball Director will meet with the candidates for each respective sport, and determine the successful candidates for each team. They will then notify the Committee of each appointment.
- e) The Committee has the power to appoint a Coach for the remainder of a season in the event a vacancy occurs during the season.
- f) If a Coaching position is not filled the Committee will endeavour to source a coach to fulfill this role.
- g) All Coaches must hold a current Working with Children's check.

12. Team Officials

- a) The Team Officials are the Coach, Assistant Coaches (if any), Team Manager, and the Captain.
- b) A Team Manager will be appointed for each team to help the Club Secretary with administrative paperwork for Football and Netball.
- c) The Team Manager can be selected by the Coach of each team.
- d) A Captain will be named for each team. Unless in the case of Junior teams where a rotating Captain can be used.
- e) The Captain will be appointed by the Coach or Playing Group of each team.

13. Selection of Teams

Football

- a) A Selection Panel will be comprised of at least three people who will select the Senior & Reserve teams for all matches in which the club will engage in. These three people will be comprised of the Senior Football Coach, Senior Football Director, Reserves Football Coach, and can seek advice from others within the Football Department if required.
- b) If any of the Junior Football sides exceed the maximum player limit, selections will also take place for those teams for each week and will include the respective Coaches.

Netball

- c) Netball Teams will be determined by performance of players at the Netball Trials, held prior to the commencement of the season.
- d) All past and potential players will be notified of trials prior to their commencement, giving at least 14 days' notice.
- e) Four trials will take place over a 2-week period, with the option of adding or cancelling any trials if required. Players will be notified of the outcome from the Senior Netball Director within 7 days of the trials finishing.

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- f) The Selection Panel for Senior Netball teams will consist of the Senior Coaches and the option of up to 2 Independent Selectors.
- g) Junior Netball teams will not have to hold trials, unless there are more than 12 interested players for any team, in which case they will also partake in Netball Trials. The Junior Coaches will be on the Selection Panel for the Junior teams, with the option of up to 2 Independent Selectors.
- h) Players are expected to attend a minimum of 2 trials to be considered for selection.
- i) Players who are unable to attend the minimum of 2 trials due to extenuating circumstances may discuss their case with the Senior Netball Director. Individual cases will be considered by the Selection Panel.
- j) Player recruitment occurring after the trials must not affect any other grades of the club. The proposed recruit must be discussed within the Coaches and Senior Netball Director before a final decision is reached.

14. Vote Count/Presentation Night

- a) At the conclusion of the Season, a Vote Count/Presentation Night will be held.
- b) The date and format will be voted on annually by the Committee.
- c) The Committee will decide if this will be two separate events or one combined event.
- d) Presentation of all awards will be made on the Presentation Night. Unless extenuating circumstances requires the award to be presented before then.
- e) All achievements throughout the year will be recognised at Presentation Night.

15. Club Awards

Netball

- a) The following awards will be available in each grade of Netball
 - i. Best & Fairest
 - ii. Runner Up Best & Fairest
 - iii. Players' Player
 - iv. Best in Finals (if applicable)
 - v. Coaches Award
- b) Best & Fairest award voting will take place during the Home & Away Season.
- c) Three vote cards will be distributed by the Team Manager prior to each match.
- d) A playing Coach cannot complete a Vote Card. It is the Coaches and Netball Directors discretion who those three vote cards are given too, with one always being the umpire.
- e) Voting will be 3 votes for the best player, 2 votes for the second-best player, and 1 vote for the third-best player.
- f) Votes will be placed in the envelope provided and delivered to the Senior Netball Director at the conclusion of each match.
- g) Votes will be tallied and read out at the Clubs Vote Count/Presentation Night at the end of the year.

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- h) Players' Player award voting will take place during the Home & Away Season, and any Finals (if applicable) for each team.
- i) The Team Manager will take the Players' Player vote at the end of each game.
- j) Each player in the team will be able to vote for 1 teammate they thought played to the best of their ability on that day. The Players' Player award is not necessarily for the "best on court".
- k) Votes will be placed in the envelope provided and delivered to the Senior Netball Director at the conclusion of each match.
- l) Votes will be tallied and read out at the Clubs Vote Count/Presentation Night at the end of the year.

- m) Best in Finals award voting will only take place during the Finals Series (if applicable).
- n) Three vote cards will be distributed by the Team Manager prior to each match.
- o) In Finals all three vote cards must go to 3 different Spectators, due to the Score Bench and Umpires unable to complete a vote card because of official duties. A playing Coach cannot complete a Vote Card.
- p) Voting will be 3 votes for the best player, 2 votes for the second-best player, and 1 vote for the third-best player.
- q) Votes will be placed in the envelope provided and delivered to the Senior Netball Director at the conclusion of each match.
- r) Votes will be tallied and read out at the Clubs Vote Count/Presentation Night at the end of the year.

- s) The Coaches Award will be 1 player chosen by the Coach of each respective team, to be presented at Vote Count/Presentation Night at the end of the year.

Football

- a) The following awards will be available in each grade of Football
 - i. Best & Fairest
 - ii. Runner Up Best & Fairest
 - iii. Most Determined
 - iv. Leading Goal Kicker
 - v. Best in Finals (if applicable)
 - vi. Coaches Award

- b) Best & Fairest award voting will take place during the Home & Away Season.
- c) Three vote cards will be distributed by the Team Manager prior to each match.
- d) A playing Coach cannot complete a Vote Card. It is the Coaches and Football Directors discretion who those three vote cards are given too.
- e) Voting will 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.
- f) Votes will be placed in the envelope provided and delivered to the Senior Football Director at the conclusion of each match.

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- g) Votes will be tallied and read out at the Clubs Vote Count/Presentation Night at the end of the year.
- h) The Most Determined award will be 1 player chosen by the Coach of each respective team, to be presented at Vote Count/Presentation Night at the end of the year.
- i) The Leading Goal Kicker will be the Player who has kicked the most goals in the Home & Away Season, to be presented at Vote Count/Presentation Night at the end of the year.
- j) Best in Finals award voting will only take place during the Finals Series (if applicable).
- k) Three vote cards will be distributed by the Team Manager prior to each match.
- l) Three vote cards will be given out at random to 3 different Spectators. A playing Coach cannot complete a Vote Card.
- m) Voting will 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.
- n) Votes will be placed in the envelope provided and delivered to the Senior Football Director at the conclusion of each match.
- o) Votes will be tallied and read out at the Clubs Vote Count/Presentation Night at the end of the year.
- p) The Coaches Award will be 1 player chosen by the Coach of each respective team, to be presented at Vote Count/Presentation Night at the end of the year.

Football cont.

- a) The following Football awards are in addition to those listed above.
 - i. R. Kimberlin Most Improved Senior Player
 - ii. W. Anderson Most Consistent Senior Player
 - iii. Best First Year Player Thirds
- b) The Most Improved Senior Player will be 1 player chosen by the Senior Football Coach, to be presented at Vote Count/Presentation Night at the end of the year.
- c) The Most Consistent Senior Player will be 1 player chosen by the Senior Football Coach, to be presented at Vote Count/Presentation Night at the end of the year.
- d) The Best First Year Player will be 1 player chosen by the Thirds Football Coach, to be presented at Vote Count/Presentation Night at the end of the year.

Club Awards

- a) The following Club Awards are available to any members.
 - i. Best Club Person - Junior
 - ii. Best Club Person - Senior
 - iii. Number 1 Ticket Holder
 - iv. Other

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- b) Voting for the Best Club Person (Junior & Senior categories) will take place by the Committee towards the conclusion of the Season.
- c) At a Committee Meeting a secret ballot will take place where Committee Members can vote for who they believe went above and beyond in a Voluntary position that Season.
- d) Voting will be 3,2,1 with 3 being your most preferred nominee.
- e) Votes will be placed in the envelope provided and delivered to the Club Secretary to be tallied.
- f) The Junior & Senior person who received the highest number of votes will be deemed the Best Club Person for each respective Award.
- g) The Awards will be presented at the Clubs Vote Count / Presentation Night at the end of the year.
- h) At the start of each year the Committee Members will nominate 1 person to be the Number 1 Ticket Holder, to be presented to the recipient prior to Round 1. This will be a person who has gone above in their Volunteer position in the previous season.
- i) Other forms of recognition may be awarded by the Committee as deemed appropriate.

16. Life Membership

- a) Life Membership is the highest Award available to recognise the exceptional contribution of Members to our Club. It is therefore only to be awarded in exceptional circumstances.
- b) Any financial Member may nominate another financial Member for consideration of a Life Membership Award. Nominations must be submitted in writing to the Club Secretary by 1 August annually.
- c) The nomination should set out the achievements and activities of the nominee and meet the minimum award criteria.
- d) The nomination for Life Membership will be presented to the Committee Members to vote on towards the end of each season. If the Committee deem the nominee worthy of the Award, they will be presented a Life Membership at the Clubs Vote Count/Presentation Night at the end of the season. Where extenuating circumstances occur the Life Membership can be presented prior to the Clubs Vote Count/Presentation Night.
- e) In considering the awarding of a Life Membership, an Individual should have demonstrated significant, sustained, and high-quality service enhancing the reputation and future of their club. The following points will also be taken into consideration for a nominee:
 - i. The Nominee's length of service to the Club will be at least 10 years in either or both an on field or off field roles with such service in either role being taken concurrently.
 - ii. However mere length of service does not automatically guarantee the presentation of a Life Membership, service to the club is only one criteria and other criteria's need to be met.
 - iii. Service means actively participating in the club's environment (this does not include just participating in games). This includes actively attending functions, events, and fundraisers across the course of the season.
 - iv. Any player who has played 200 Senior Football (first eighteen) or 200 A Grade games for the club, or an accumulation of more than 300 Football or Netball games will be eligible for Life Membership.
 - v. The general attitude and overall demeanour of the Nominee to ensure that is one that reflects a dedication to the values of our Club.

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- vi. The Nominee will have demonstrated a commitment to the principals of fair play and good sportsmanship at the Club.
- vii. The Nominee will have provided valued leadership and/or been an outstanding role model to Club Members in general.
- f) Retraction of a Life Membership Award may occur when the recipient has conducted themselves in a manner that reflects directly and adversely on the image or activities of the Club. This provision will only be exercised in exceptional circumstances and will require the unanimous agreement of the Executive Committee to be enacted. As per the Dispute Resolution Clause (Bylaw 21), the Life Member in question is to be given an opportunity to present their case for retention of their Life Membership status.
- g) Benefits of Life Membership include presentation of the Award at Presentation Night including Plaque and Badge. Listing on the Honour Board in the Clubrooms as well as recognition on the Club's website. Open invitation to attend all official club events. Exemption from Membership fees associated from the club – or in the case of Pride of the Lions Membership a discount will be applied. (Life Members, who are players, will still need to pay any associated costs to Netball Victoria or AFL Victoria).
- h) Only 2 Members can be inducted as a Life Member per season, unless extenuating circumstances, which will be taken into consideration by the Committee.

17. Fundraising

- a) Individuals must seek approval from the Committee for any fundraising activities in the Club's name. They must provide details of the rationale for the fundraising activity.
- b) All Members are encouraged to support the fundraising activities organised by the Committee.

18. Courses, Seminars & Other Opportunities

- a) The Club will provide notification of opportunities for all Members to improve their skills by attending courses, seminars and other personal development activities. For example: Coaching Courses, Umpiring Courses, RSA Courses, First Aid Courses etc.
- b) The Club will encourage and support Members who wish to attend appropriate courses, seminars and other personal development activities.
- c) The Club may reimburse Members for the costs involved in attending any courses, seminars and other personal development activities. This will be decided by the Committee on a case-by-case basis.

19. Accreditation

- a) The Club will ensure that all officials have current appropriate minimum qualifications. This will include Coaches, First Aid Trainers and Bar Staff.
- b) Where minimum qualifications/accreditations standards are not met, the Club will 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 or is in the process of obtaining that qualification/accreditation.

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20. Risk Management

- a) A Pre-Match checklist will be completed (either online or via paper) prior at the start of every home game held at the Undera Recreation Reserve for both Football and Netball.
- b) Trainers and players are responsible for recording all injuries incurred on either game day or at trainings on an Injury Reporting sheet and following up with those players.
- c) The Club will provide a stocked First Aid Kit and can be accessible on game days and at trainings, to be maintained by the Trainers.
- d) The Club will have a designated room or area for the treatment of injuries, and the room should be kept clean and accessible at all times.
- e) In the case of extreme weather conditions, the Club will follow Netball Victoria and AFL Victoria Country guidelines. This includes heat policies for the Summer months, and severe weather for the Winter months (Appendix 3).
- f) The Undera Recreation Reserve is a "Smoke Free" venue and those wanting to smoke will need to abide by the safe distances as signed around the venue. Smoking will not be tolerated inside the Clubrooms, Changerooms or within 10 metres of the Netball Courts or Football Oval.
- g) The Club will adopt the Responsible Service of Alcohol Policy and Drug Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program. The Club does not support the use of illegal substances and views any such use as detrimental to the spirit of the Club.
- h) The Club recognises and values diversity through languages, religions, ethnicity, gender, cultures, abilities, sexual orientations, personal characteristics or backgrounds and discrimination towards Members for any of those reasons will not be tolerated.
- i) All players for Netball and Football will be required to follow the Player Code of Conducts of Netball Victoria and AFL Victoria.

21. Dispute Resolution

- a) The Committee will impose a penalty to any Member that fails to adhere to these Bylaws.
- b) Any Member who does not agree with a penalty or action of the Committee made under these Bylaws, may appeal this decision, by advising the Committee within 48 hours of the penalty or decision being made.
- c) The Committee may then:
 - i. Discuss the issue with the relevant people and make a decision regarding the matter. The Committee shall inform the people involved of their decision either verbally or in writing; or
 - ii. Have an informal meeting with the relevant people in order to discuss and resolve the dispute.

22. Indemnity

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



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23. Amendments

- a) Amendments to these Bylaws can only be made at the Annual General Meeting (AGM) or at a Special General Meeting (SGM).
- b) A Special General Meeting can be called by any Financial Member by giving written notice to the Club Secretary.
- c) Any proposed amendments to these Bylaws can be emailed through to the Club Secretary no later than 21 days before the date of which the AGM or SGM has been called.
- d) If the majority of Members present at the AGM or SGM vote in favour of the amended Bylaw, the motion is confirmed, and the amendment will pass. Without a majority vote the amendment is rejected and will not change.

Last Updated
9 March 2021

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(Appendix 1)

Committee Code of Conduct Form

Purpose:

The purpose of this document is to set out the standards of behaviour expected of Committee Members of the Undera Football Netball Club. In agreeing to be a part of the Committee, each Member must agree to adhere to these codes at all times:

In General

- Be diligent in your nominated position on the Committee
- Adhere to the Constitution and Bylaws established by the Club
- Act ethically, with honesty and integrity
- Treat all people associated with the Club, including members, players, sponsors, volunteers, and other Committee Members with respect
- Do not harass, bully, or discriminate against any people associated with the Club, including members, players, sponsors, volunteers, and other Committee Members
- Always represent the Club in a professional manner
- Act as a positive role model with respect to good sporting behaviour
- Be open to feedback from members and respond appropriately
- Make decisions based on what is best for the Club, not for individual interest or gain
- Always consider the welfare of the Club's members above on field/court success
- Do not take advantage of your position on the Committee in any way
- Respect the equipment and resources of the Club and only use these in Club related activities, unless you have received approval from the Committee
- Refrain from excessive use of alcohol at the Club, or do not get involved in any Committee related issues whilst under the influence of alcohol

At Committee Meetings

- Attend Committee meetings or forward an apology prior to the meeting
- Be prepared for Committee meetings by reading the Agenda and any other correspondence sent out prior to the meeting
- Send through any Agenda items you wish to discuss prior to the meeting and be prepared when it is your turn to speak
- Listen to what others have to say and keep an open mind
- Contribute positively to the discussions and do not speak over the top of someone else or raise your voice
- Always look for opportunities for improved performance of the Clubs operations
- Disclose any conflicts of interest as soon as they arise and ensure that conflict does not pose a risk to the Club



PO Box 54, Undera, Vic, 3629
Email: underafnc@hotmail.com

Consequences for breach of Code of Conduct

A breach of the Committee Code of Conduct is considered to be a very serious offence.

1. Where the Committee, by majority, is of the opinion that any Committee member has:
 - a) persistently refused or neglected to comply with the Committee Code of Conduct
 - b) persistently and wilfully breached the Committee Code of Conduct; or
 - c) persistently and wilfully acted in a manner prejudicial to the interest of the Club
2. The Committee may at a Committee Meeting, by resolution:
 - a) Remove the Committee member from their position on the Committee before the end of their term (the next AGM); or
 - b) Suspend the Committee member from their position on the Committee for a time frame agreed on by the Committee, in which they will not participate in any capacity
3. As per the "Dispute Resolution" clause in the Undera Football Netball Club Bylaws (Bylaw 21), any member who does not agree with a penalty or action of the Committee can appeal to the Committee within 48 hours of the penalty or decision being made.

Agreement

I have read, understand, and agree to abide by the terms of this Code of Conduct as a condition of my service as a Committee Member of the Undera Football Netball Club.

Name (please print): _____

Signature: _____

Date: _____

* A copy of this signed form will be filed by the Secretary until the end of the year.



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(Appendix 2)

Committee Confidentiality Agreement Form

As a Committee Member of the Undera Football Netball Club, I will do so in an impartial, ethical, and respectful manner.

I hereby agree to:

- Respect the absolute confidentiality of all members, players, sponsors, and the likes of the Undera Football Netball Club. I will not reveal the name(s), or any information about such persons discussed.
- Keep the deliberations of Committee meetings and all information, whether verbal or in the form of papers, books, files, documents, electronic communications, or in any other format, which comes into my possession or knowledge in my capacity as a Committee Member confidential.
- Not divulge, disclose, or communicate, in any form or manner, directly or indirectly, such information to any person, unless otherwise agreed by the Committee to do so.
- Maintain the obligation to keep confidentiality described in the above paragraphs, both during your time on the Committee and all times thereafter.

I have read, understand, and agree to abide by the terms of this Agreement as a condition of my service as a Committee Member of the Undera Football Netball Club.

Name (please print): _____

Signature: _____

Date: _____

* A copy of this signed form will be filed by the Secretary until the end of the year.

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(Appendix 3)

Heat Policy

HOT WEATHER GUIDELINES

When it is hot or there is a heatwave, the following guidelines apply at our club during all events, competitions and training.

- PLAN**
 - Club officials will check the weather forecast using the Bureau of Meteorology
- PREPARE**
 - All participants, volunteers and officials should stay hydrated before and during hot weather
 - All participants and families will be notified if changes are planned for upcoming competition, training or event schedules
- ADAPT**

When the temperature ranges from 35 to 40 we might:

 - Increase the number and length of drink breaks
 - Re-schedule to cooler times of the day
 - Encourage all participants to drink more water
 - Provide access to more water, ice-slurry drinks and cold towels
 - Promote first aid treatment of exertional heat illness

Our club specific strategies to reduce the risk of heat illness are:

- EXTREME HEAT**

When the temperature is above 40 we will prioritise:

 - Cancelling competition, training or events
 - Re-scheduling to cooler times of the day

(If play continues, the health of all participants will be closely monitored and people with first aid qualifications will be on site at all times)

Questions? Contact: _____

**HEAT STROKE IS A MEDICAL EMERGENCY.
CALL TRIPLE ZERO (000) FOR AN AMBULANCE.**

VICSPORT

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