



**SOUTH UPWEY NETBALL CLUB
INCORPORATED**

Registration No. A0004232F

BYLAWS

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1. DEFINITIONS

- **“Constitution”** means the constitution/rules of the Club. This can be viewed on the club’s website.
- **“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. The Club has a clause in the Constitution that provides the power to the Committee to make Bylaws.
- **“SUNC”** means South Upwey Netball Club.
- **“The Club”** means South Upwey Netball Club
- **“The Committee/Committee”** means the Committee of the South Upwey Netball Club
- **“The Executive Committee”** consists of the President, the Vice President, the Secretary and the Treasurer
- **“MDNA”** means Mountain District Netball Association
- **“Association”** means the Netball Association which the SUNC team is playing within
- **“Member”** as defined in the constitution may include:
 - A Playing Member, who is all persons registered as players, competing in any and all competitions representing South Upwey Netball Club, who has paid their annual fees payable under these Rules
 - A Non-Playing Member which includes all persons registered as umpires, coaches, Committee members and/or any other non-playing individual, who has paid their annual fees payable under these Rules and who is representing South Upwey Netball Club in any and all competitions
 - A Life Member (elected as Life Members by South Upwey Netball Club)
 - Other Members- all parents and/or guardians designated on the registration form/s of a Playing Member and/or a Non-playing Member aged 17 years or under
- **“The home courts”** shall refer to the South Upwey Netball Club Training Courts located at *Eloera Street, Upwey VIC 3158 (South Reserve, Brookside Street, Upwey VIC 3158)*

SPECIAL NOTE

All previous by-laws, policies and agreements are expressly displaced by these by-laws effective from the date of implementation.

2. COMMITTEE

The South Upwey Netball Club Committee (The Committee) is responsible for the fiscal and legal management of the club, according to any applicable Commonwealth and/or State legislation. The Committee will consist of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Coaches Coordinator/s
- Uniform and Equipment Manager
- Fundraising and Sponsorship Co-ordinator/s
- Complaints Manager
- Child Safety Officer
- Social Media/Website Coordinator
- General Committee Member/s

All committee members must have a valid volunteer or paid Working With Children Check (unless exempt under WWCC guidelines).

3. CORRESPONDENCE

All correspondence should be directed to the Club via email (southupweynetballclub@gmail.com).

4. INFORMATION TO MEMBERS

The Club shall make the following information available to all members (see constitution for specific types) prior to the start of the playing season/s:

- Club contact details
- Club training and playing venue addresses
- Association Rules of Competition
- Club Constitution and By-Laws
- Fixtures for games
- Team training details – date/times
- Contact details for team Coach/s
- Contact details for Club Official/s

5. FINANCES

All committee positions are held on a volunteer basis. No remuneration from South Upwey Netball Club is given to any committee member.

All coaching positions are held on a volunteer basis. No remuneration from South Upwey Netball Club is given to any coach.

Club Fees

The Committee shall set fees annually. The fees shall be calculated to cover the costs of:

- Team Entry
- Equipment
- Coaching and training costs
- Trophies & Awards
- Umpires

Players will not be permitted to take the court until fees are paid unless arrangements in writing have been made via communication with the club.

If by arrangement, an installment of fee/s is missed. An executive member of the committee will communicate with the player/family. The player/family has 7 days to communicate with the club to arrange repayment or arrange other options.

If no communication from player/family is received for payment, player/family will be notified that the player will not be able to take the court until payment is reorganised (circumstances taken into consideration for repayment, not immediate repayment to take court).

Reimbursement/Payments

Committee members shall be entitled to claim reasonable expenses incurred whilst acting in an official capacity. Prior communication from the executive committee shall be sort prior to expending own funds, where practical. Receipts must be supplied.

6. TRIALS/TEAM PLACEMENTS

Winter Competition

The Committee shall nominate trials prior to the start of the winter competition for which teams are to be selected by a Team Selection sub-committee. The Selection sub-committee shall be appointed via the executive club committee. Age groups due for selection will be nominated via email/promotion material for the trials.

Players wishing to be considered for selection into a team must:

- Complete the form for trials, which is made available via email/promotion material
- Attend selection date/s and/or state reason for non-attendance

Players who attend trial date/s without submitting trial form will be asked to submit a form prior to being placed in a team.

All players will be asked to complete a registration form for the Winter Season. This registration form is completed via Netball Connect.

- Players failing to submit a Player Registration Form will not be placed into a team.
- Players not attending trials will be placed into a team of their age group where there is a vacancy (unless prior discussion had with selection subcommittee after submitting trial form)

The selection sub-committee duties shall be to review all the player registrations, appropriate trial details and form teams for the winter competition based on age group, ability and any other criteria which the team selection sub-committee deems appropriate.

Spring Competition

Prior to the commencement of the spring season, coaches will gain an indication of those players wishing to continue from winter season into spring season. The executive committee alongside the Coaches Co-ordinator/s will review and construct appropriate teams based on age group, ability, playing position and any other criteria which they deem appropriate.

New Players

New players are welcome at any time to join and will be placed into a team temporarily until a permanent position in that team or any other team becomes available. New players are encouraged to email the club southupweynetball@gmail.com

Netball Victoria Registration

In addition to club registration, it is the responsibility of the player/parents to register with Netball Victoria- this is also done via Netball Connect.

Fielding a team under “South Upwey Netball Club” other than in Saturday Competition

Any team, group of players or individual wishing to fielding a team under the “South Upwey Netball Club” name or by wearing the South Upwey Netball Club uniform, other than in Saturday Competition shall need to:

- email the club and outline
 - the names of the players within the team
 - the competition or event the team wishes to enter themselves into
 - the date/s and location of the competition/event
 - an acknowledgement that all players, fill ins, officials and spectators will adhere to the clubs code of conduct
 - an acknowledgement that the club is in no way financially responsible for the team in any capacity in relation to this request

South Upwey Netball Club must be satisfied that the team are prepared to take the court for all fixtured games and are able to meet the financial requirements of the competition/s or event's that they are entering.

South Upwey Netball Club will ensure members are notified of opportunities to represent the club at competition/s or event's other than the Saturday competition.

7. ANNUAL EVENTS/FUNDRAISERS

The Club shall organise the following social activities annually:

- Presentation Night (see point 13).
- Other social activities to be determined annually by the Committee.

8. NETBALL VICTORIA MEMBERSHIP

Netball Victoria membership fee is set annually by Netball Victoria. All players and coaches must be current Netball Victoria members. As detailed in point 6, it is the player's responsibility to register with Netball Victoria.

9. AGE REQUIREMENTS

As per association bylaws:

- A participant's age is determined by them turning that age by the 31st December of that year. *eg. must turn 15 by Dec 31st of the playing year to qualify for the 15 to 18 years of the 18 & Under age group*
- With the exception of 11&U & "Set, Go" where a player must be 7 years of age to qualify, and "Net" where a player must be 5 years of age to qualify.

Age Group	Age
Opens	15 years +
18 & Under (18&U)	15 to 18 years
15 & Under (15&U)	12 to 15 years
13 & Under (13&U)	11 to 13 years
11 & Under (11&U)	9 to 11 years
Net Set Go – "Set, Go" Program Set = Ministarz Go = Allstarz/Superstarz (formerly known as "Mods")	7 to 10 years
Net Set Go – "Net" Program	5 to 6 years

10. UNIFORM

Acceptable options for official team uniform (as per Netball Australia Uniform Guidelines):

- Shorts- Black (no pockets) and SUNC top
- 2025 A-line SUNC dress
- Previous SUNC dress (*UNTIL 2035*)
- Head coverings: must be tight and non-flowing. If the head covering needs to be fastened, clips and non-sharp pins are to be used.
- Additional clothing, such as long shirts or leggings: must be black, white or club colours (purple) and must be worn under the existing uniform

- Medical Devices: should be taped securely and appropriately protected for the safety of all players.
- *Gloves will only be accepted for medical reasons*

Teams may wear any combination of the above items provided the design/colour on all items are the same and result in players being easily recognised as being part of the club.

11. TEAM OFFICIALS

The team officials are the Coach/es and Assistant Coaches.

Coaches and Assistant Coaches

- A coach shall be appointed for each selected team.
- All coaches must have a minimum (Foundation level) coaching accreditation and be offered basic training
- All assistant coaches must be offered basic training
- All coaches and assistant coaches must have a current Working With Children Check (*unless exempt such as VIT registered teachers or current members of the Victorian Police*)
- SUNC community members will be made aware of opportunities via our communication channels prior to the selection of teams in Winter.

Coaches are appointed by the executive committee and any other relevant committee members (deemed by the executive committee). The appointment of coaches and assistant coaches occurs before the commencement of the Winter season each year and is reviewed once game times are advised by the association. These appointments are again reviewed at the commencement of the spring season. The criteria for appointments includes but not limited to:

- game day availability
- training day/time availability
- team allocated game times
- skill
- experience

12. AWARDS

Awards will be presented in each age group or where applicable. Information about awards can be found on our website. The committee will review and amend awards as deemed necessary.

13. PRESENTATION NIGHT

At the conclusion of the winter season, an Annual Presentation Night shall be held.

- The date and format shall be determined annually by the Committee.
- The date, time, venue and format shall be provided, in writing, to all members at least one (1) month prior to the event.
- Presentation of all awards shall be made on the Presentation Night
- Recognition of achievements shall be made on Presentation Night.
- South Upwey Netball Club's Annual General Meeting (AGM) shall also be held on this evening

14. FUNDRAISING

- The Club shall conduct fundraising activities during each year as the need arises. The Committee shall determine the fundraising activities
- All members are expected to support the fundraising activities.
- Permits where required by Council or the State of Victoria shall be obtained by the Sponsorship/Fundraising Co-Ordinator/s
- Individual Teams must seek approval from the Committee for any individual fundraising activities. Teams must apply in writing, via email (southupweytenball@gmail.com) at

least four weeks prior to the event, providing details of and rationale for the fundraising activity.

- Information as to how the activity will be organised, including risk management and safety measures if relevant must be provided.

15. COURSES, SEMINARS & OTHER OPPORTUNITIES

- The Club shall provide notification of opportunities for all club members to improve their skills by attending courses, seminars and other personal development activities.
- The Club shall encourage club members who wish to attend appropriate courses, seminars and other personal development activities.
- The Club shall encourage and finance club coaches who wish to attend appropriate courses, seminars and other personal development activities (pending approval of the Committee) *see also: finance*

16. ACCREDITATION

- The Club shall ensure that all officials have current appropriate minimum qualifications.
- Where current minimum qualifications/accreditation standards are not met The Club shall encourage and support the member/s to achieve the minimum standard qualification/accreditation or will attend the next available training accreditation.
- The Club shall encourage and finance club members who wish to attend appropriate courses, seminars and other personal development activities (pending approval of the Committee).
- All officials should have mandatory Working With Children Check or equivalent unless exempt by legislation.

17. RISK MANAGEMENT

Injury Reporting

- The Club is responsible for recording all injuries from its teams via the **Injury Report Form**. See the **Training Policy** on the club's website for further information.

18. FIRST AID

- The Association will provide a first aid kit for competitions played at the Association's venue.
- South Upwey Netball Club will provide a first aid kit when not playing in an Association competition such as training at the home courts.
- The Association will have a designated area for the treatment of injuries, which will be clean and accessible at all times.
- South Upwey Netball Club will endeavor to provide at least 1 (one) Level 1 first aid officer at all training sessions. South Upwey Netball Club Inc is not obligated to do so.
- See the **Training Policy** on the club's website for further information.

19. EMERGENCY PROCEDURES

- South Upwey Netball Club team officials will call emergency services, based on the information they are privy to, in a presenting situation.
- South Upwey Netball Club team officials will have medical information (provided by the player or parents/guardians via registration forms) accessible for training sessions and game times.
- South Upwey Netball Club team officials will have emergency contact information of each player (provided by the player or parents/guardians via registration forms) accessible for training sessions and game times.
- It is up to player or parents/guardians to inform team officials of medical plans, emergency procedures or other medical information where needed. There is an **'update details'** form on the club's website to accommodate change of information.
- See the **Training Policy** on the club's website for further information.

20. WEATHER

In the case of extreme weather conditions, South Upwey Netball Club will follow the details of the *Weather contingency* section of the [Training Policy](#) on the club's website, for training sessions and other SUNC events held at the home courts, or where necessary. During Saturday competition- the Association determines if play is to be cancelled in wet or hot conditions.

21. BLOOD POLICY AND INFECTIOUS DISEASES

South Upwey Netball Club will comply with the Netball Victoria policy on blood and infectious diseases. See the [Wellbeing Policy](#) on the club's website for further information.

22. SMOKE FREE

South Upwey Netball Club adheres to the Quit Victoria SmokeFree policy. This will include indoor venues and outdoor court surroundings. See the [Wellbeing Policy](#) on the club's website for further information.

23. SUN PROTECTION

South Upwey Netball Club adheres to the Cancer Council of Victoria's SunSmart policy. See the [Wellbeing Policy](#) on the club's website for further information.

24. CODE OF CONDUCT

South Upwey Netball Club has a [Codes of Conduct](#), adopted from Netball Victoria. These Codes can be viewed on the club's website.

25. CHILD SAFETY IN NETBALL

South Upwey Netball Club is responsible for the observance, promotion, enforcement and monitoring of the Child Safety in Netball Policy and Code of Conduct. The Club will take responsibility for the management and administration of the application of the Netball Victoria Working with Children Check Regulation.

Each club has a Child Safety Officer. Any person wishing to bring an issue to the attention of the club should do so at their earliest convenience via [this form](#). Any issue, regardless of who is involved, will be addressed promptly in a professional manner and contained to the relevant people involved.

The [Child Safety Policies](#) as well as the processes related to Child Safety issues, as they relate to the club, can be viewed on the club's website.

26. CYBERSAFETY

South Upwey Netball Club has adopted a Cybersafety policy, from Netball Victoria. See the [Wellbeing Policy](#) on the club's website for further information.

27. ANTI-BULLYING AND ANTI-HARASSMENT

South Upwey Netball Club has adopted an Anti-Bullying and Anti-Harassment policy. See the [Wellbeing Policy](#) for further information.

28. INCLUSION AND DIVERSITY

South Upwey Netball Club has adopted an [Inclusion and Diversity policy](#), from Netball Victoria. This can be viewed on the club's website.

29. POLICIES

South Upwey Netball Club will adopt relevant policies introduced by Netball Victoria/Netball Australia as amended from time to time. These shall be displayed for all members on the club's website- **Club Policies** page.

South Upwey Netball Club will adopt relevant policies/processes deemed necessary by the Committee, from time to time. These shall be displayed for all members on the club's website- **Club Policies** page.

30. DISPUTE RESOLUTION

South Upwey Netball Club will follow guidelines outlined by Netball Victoria (Model Rules For Incorporated Associations - Associations Incorporation Reform Act 2012).

Each club has a complaints manager. Feedback, grievances or complaints should be brought to the attention of the Club as soon as practicable. If an incident occurred that you simply wish to make us aware of, please fill out the **contact form**. We are here to listen and address your concerns promptly and respectfully.

Further information as well as the **dispute and complaints process** can be viewed on the club website.

31. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

- Where this Bylaw is silent on a particular matter, a decision can be made by the Committee or Executive Committee.
- In exceptional or extenuating circumstances, the Committee or Executive Committee may, acting responsibly, alter, vary or waive the requirements set out in these Bylaws relating to South Upwey Netball Club.
- The Executive Committee, acting responsibly, has the authority to act on behalf of the full Committee. At such times, the Executive Committee will report its actions back to the committee at the next practical opportunity.
- The Executive Committee may, acting responsibly, appoint sub-committees for specific purposes.
- Where the association Constitution & By Laws denotes a rule, it must be complied with.
 - If the club's rule or bylaw on the matter says differently, the association rule or bylaw will be followed
 - In exceptional or extenuating circumstances a decision can be made by the Committee or Executive Committee on the matter

32. INDEMNITY

Exempt where provided or required by law and such cannot be excluded, the 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 in the Club's activity as a member.

VERSION CONTROL			
Version	Date	Author	Change Description
1	[insert date]	Aimy L Skym	All previous by-laws, policies and agreements are expressly displaced by these by-law effective from the date of implementation. By-laws ratified at

			South Upwey Netball Club Committee Meeting on [insert date].
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