



FERNTREE GULLY NETBALL CLUB

RULES & BYLAWS



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Ferntree Gully Netball Club Inc

Organisation Number A3044V

ABN Number 32 011 587 498

**Constitution - Model rules
By Laws governing the running of the club**

Statement of General Purpose of Club

extracted from Section 5(b) of Statement of Purpose from Incorporation of club.

To encourage and promote Netball in the Ferntree Gully area.

To encourage participation and enjoyment in the sport of Netball as a means of improving health, fitness, and the quality of Life.

To encourage improvement in the standard of Netball and sportsmanship generally.

Vision

We strive to develop and encourage our players, coaches and umpires to achieve their potential based on good sporting values, skill, team play and healthy participation.

Mission Statement

Ferntree Gully Netball Club seeks to encourage participation and enjoyment in the sport of netball as a means to facilitate connection with our community and improve health and fitness for players of all ages and abilities.

We will endeavour to achieve this by organising and promoting netball through our volunteers, coaches, players, umpires and supporters.

Introduction

This document is supplementary to the model rules, and details the club processes and procedures.

Status of document - Version 18 (revised March 2023)

All further amendments, deletions, insertions should be notified to club members as appropriate. The executive committee can assume voting rights on minor changes. Major changes must be put to a club vote at the AGM , or special general meeting.

Resolutions accepted at the AGM or special general meeting, shall be incorporated into this document within one month of the date of the meeting.

1 Committee of Management

The committee of management of the Ferntree Gully Netball Club shall consist of :

an executive committee,

a non-executive committee consisting of several specific positions holders, fundamental to the running of the club

a general committee, comprising of ordinary members and several co-ordinator positions.

1.1 The Executive Committee

President

Vice President

Secretary (Public Officer combined with Exec Secretary position in line with Associations Incorporation reform Act 2012 (Vic))

Club Treasurer

Registration Secretary (AGM 2017) replaces Fees Treasurer role, which has been abolished

The executive committee shall control and manage the business and affairs of the Club.

Eligibility – Appointment to an executive position requires an individual to have served on the committee for 2 to 3 years. Exceptions to this can only be made by the executive committee. This is to ensure experience and knowledge of the workings and processes of the club.

Key responsibilities of the Executive committee:

- Meet at least twice a year, in addition to monthly committee meeting
- Set business plan of the club
- Review financial position and structure
- Review Club By-laws & Rules

1.2 Positions of Committee Office (non executive)

Coaches Convenor
Umpires Convenor
Uniforms Officer
Minute Secretary

Key Responsibilities of the non executive committee:

- Carry out specifics of their role as per the role description
- Attend monthly committee meetings
- Provide written reports for meetings
- These officers may be invited to join the executive committee once elected.

1.3 General Committee

Equipment Officer
Sponsorship and Grant Development Co-ordinator (AGM 2007)
Team Manager Co-ordinator
Assistant Uniforms Officer (AGM 2011)
Coaching Development Officer (AGM (2012))
Assistant Equipment Officer (AGM 2012)
Child Safe Co-ordinator (AGM 2023)

Key Responsibilities of the general committee:

- Optional monthly meeting attendance
- Must provide timely updates / reports
- Expected to attend 3 meetings a year

Each elected officer shall hold office until the annual general meeting next after the date of the election, but is eligible for re-election.

Each officer may hold a particular office for a maximum period of 3 years consecutively.

If there are no nominations for any one position, consideration may be given to a candidate who has held the position for the previous 3 years. (A vote may be conducted to accept the nomination)

At the annual general meeting members can be asked to nominate for positions on the general committee. These positions are not elected, but must follow the nomination and seconding of each candidate. Members can be co-opted to these positions following the AGM by the Exec Committee

Club Co-ordinators

From the members of the general committee, nominations for the following positions will be requested:

Presentation Night Co-ordinator

Fundraising Co-ordinator – only when there is a specific fund raising activity for the year required

These positions will be held until the next annual general meeting, when they will be declared vacant and re nominations will apply.

0.5 Sub Committees

2-4 club members will be co-opted to these subcommittees. Their only commitment is to the subcommittee, tasks and responsibilities to be discussed and agreed within 4 weeks of initial meeting. Initial meeting is to be held within 4 weeks of the AGM to set the plan for the following year.

0.5.1 Presentation Night Sub Committee

To be chaired by Presentation Night Co-ordinator

Key responsibilities:

Organise, plan and run the yearly club presentation night to celebrate and acknowledge the successes and activities of the teams and players.

Manage an agreed budget to provide the location, entertainment, and format to achieve the desired outcome
Report and be accountable to the Executive committee

0.5.2 Grading Committee

Key Responsibilities:

Organise all players into teams in keeping with our grading policy

This sub committee has skill requirements, and time commitments which all participants must agree to and understand.

Skill set needed – coaching qualification (minimum Foundation) and reasonable knowledge of our teams and players

Time commitment – Pre Season grading days (as required)

Saturdays for the last & first 3-4 weeks of the season

Commitment to 6-8 meetings through the year, pre season and between season

Attendance at MDNA grading meetings

Executive committee to be kept informed of decisions and consulted when required

Committee composed of 3 or 5 members. The registration secretary attends meetings and provides administration support, but does not have a voting role.

0.5.3 Uniforms Sub Committee – only formed when Uniforms agreed to be reviewed

To be chaired by the Uniforms Officer

Key Responsibilities:

Review Uniform options and propose updates, changes or additions to the FTG Netball Uniform

This sub committee should have representation from the various groups of the club.

These should include, but not limited to: Player, Umpire, Coach, Life member, and parent. This will ensure a good representation of the requirements as seen from the various members of the club.

Time commitment - Meetings as directed by the Uniforms Officer
Research of Uniform Companies and other club/ Association Uniforms

0.5.4 Fund Raising Sub Committee – only formed when required

To be chaired by the Fundraising Co-ordinator

Key Responsibilities:

Develop, Plan and execute fund raising for nominated cause

Time commitment – to be agreed according to cause and requirement

0.5.5 Child Safe Sub Committee

To be chaired by Child Safe Co-ordinator

Key Responsibilities:

Lead bi-monthly meetings (or more frequently as required) to ensure that the Child Safe Standards are adhered to inline with Netball Victoria policies and the Commission for Children and Young People Victoria (CCYP).

1 Club Membership

1.5 Full Club Member

A club member is defined as all players (financial) aged 15 and over, Life members, and any other non playing person who pays the Club membership fee of \$2 p.a. The annual subscription is payable in advance on or before 1st April in each year. A financial player is one that has paid the club fees for the current season.

1.6 Associate Member

Players under the age of 15 years are known as associate members and are ineligible to vote at general meetings. Parents of under age players must take out membership in their own right, to be eligible to vote. They do not get a vote by default.

All coaches, umpires, and club officials must pay membership , either as paying club fees, or the financial membership fee.

All executive committee members must hold current NVM.

All non-executive committee members should hold current NVM

All coaches must hold NVM. This is paid or reimbursed by the club, if fees apply.

All Umpires must hold NVM. This is NOT reimbursed, as Umpires are paid positions.

WWCC checks are compulsory for all committee, coaches, umpires, and other club members as defined in the revised Act.

New child safe standards came into force on 1st July 2022 and all organisations now need to comply with these new standards.

Refer to <https://ccyp.vic.gov.au/child-safe-standards/> for details

1.7 Non Playing Club membership

Non playing persons may become members of the club by paying a nominal membership fee. This entitles them to financial member voting rights. The annual subscription is due on or before the 1st of March in each year.

The annual Subscription may be reviewed at each AGM

Parents of under age players (under 15) do not automatically get club membership. They must be a financial member in their own right, if they wish to be a voting member.

1.8 Life membership

There are 31 known life members of the club. A register of contact details is held by the Secretary.

Current life members with known contact details 16

Laurel and Rob McMaster	Reg and Connie Murton
Michelle Keats	Melissa Rosie
Julie Coleman	Jaki Mitchell
Avril Jones	Jodie Tilley
Wendy Bliss	Wendy Solohub
Rebecca O'Keeffe	Denise Russom
Marg Alexander	Trina Jacobson
Karen Bennett	Jenny Block

Past life members no longer in regular contact with the club 12

Ron and Robyn Coleman	Faye Westbury	Julie Coleman	Belinda Solohub
Sue Luxford	Shirley Ryan	Charlene Flintrop	Nadine Boukas
Nola Monger	Sue Barker	John and Val Hawkins(deceased)	
Cherie Mastertoun	Janine Bannister	Ethel Arrowsmith	Gwen Brown

1.9 Netball Victoria Membership – NVM

All players must hold current membership to Netball Victoria. Players will be unregistered, and unable to take to the court without being financial.

NVM payment and registration are the responsibility of each player.

For any player joining after registration day, they must have valid NVM to take to the court for training or the first game.

All Committee Members and Coaches must hold current NVM membership. (see Club Membership section) Membership includes Senior and off court options.

1.10 Member Register

Registration secretary manages all player details in the Netball Connect system to manage team lists etc.

At least once for each season an extracted list of all club members must be provided to the Club Secretary, to enable all members to be recorded in the membership register held and maintained by the Secretary. This is important for Incorporated Assoc requirements, and to allow the maintenance of the Years of Service data for the club.

Details held are name, membership type, and contact details (either address or email address) year of membership. Team membership and club positions held are also required for club records.

A member may, subject to rules below, inspect the members register at a reasonable time.

The Secretary can refuse a request to inspect or get copies of relevant documents, or provide only limited access, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or may cause damage or harm to the Club.

Members can write to the Secretary to ask that the Secretary restrict access to their details on the members register if they have special circumstances. The Secretary will decide if there are special circumstances, and will write to the member outlining their decision.

1.11 Netball Connect

The Club Exec committee nominate the key system user for the system. Other committee members can be granted access to be able to access details needed for their role.

All members must access the system using their own Netball Connect ID and password.

<https://netballconnect.worldsportaction.com/login>

2 Risk Management

3.1 Injury Reporting

The club is responsible for recording all injuries at the discretion of the injured player or players' guardian (player under 18) on the Injury reporting sheet provided when injury occurs at training.

The Saturday competition is run by the Mountain District Association (MDNA), and managed by the Saturday Committee of Management. A first Aider is provided, and all injuries must be reported to First Aid and recorded. These records are held by the association and can be accessed through the club secretary, who will liaise with the MDNA secretary.

Copies of the blank injury reporting form are held by all Coaches

3.2 Codes of Behaviour

The Ferntree Gully Netball club has adopted codes of behavior as recommended in Netball Australia Member Protection Regulation Policy (adopted by Netball Victoria in 2006). (see Section Codes of Conduct)

3.3 Netball Victoria Competition Complaints Handling Regulations (updated Jan 2018)

All Netball programs, competitions and events throughout Victoria are subject to the NV Competition Complaints Handling Regulations. **effective 1 January 2018 (formally known as the NV Competition Regulations dated 31 July 2012)**

This document is the primary reference for offences which may arise in the conduct of all Netball activities throughout Victoria

<https://vic.netball.com.au/competition-regulations>

3.4 Victorian Government *Fair Play Code* (updated 2018)

Ferntree Gully Netball club also abides by and supports the Victorian Government Code of Conduct for sport and recreation in Victoria now called Fair Play Code, **effective July 2018**.

At the heart of the code are the five core values that will lead to fair play for all - integrity – respect - responsibility - fairness – safety.

Victoria's sporting associations are required to adhere to and enforce the new *Fair Play Code* to receive funding from Sport and Recreation Victoria

<http://www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>

3.5 Working With Children Check ****2017 update**

WWCC checks were introduced as compulsory for all committee and coaches effective April 2008 (AGM 2007)

**Netball Victoria has introduced new regulation for all Victorian Affiliates from 1 Jan 2017

Further Changes to the *Working with Children Check Act 2005* came into effect on 1 August 2017

The NV regulation applies to every adult (18 years and older) who hold a position of responsibility or authority with children, or has direct contact with children, or who is otherwise required by law to maintain a valid Working with Children Check

All FTG committee, coaches, officials and adults as stated by the new regulation, must apply for and be successful in obtaining a WWCC (working with children check) Details for application can be found online here

<http://www.workingwithchildren.vic.gov.au/>

It is the responsibility of each individual to keep their WWCC current. (It is valid for 5 years)

An online Register is to be kept by Secretary and administered by the Coaches Convenor

3.6 Netball Victoria Cybersafety Policy (2013)

The club supports and subscribes to the Netball Victoria Cybersafety Policy. This policy deals with acceptable use of the Internet and ICT devices and equipment to minimise the dangers and managing the risks.

<https://vic.netball.com.au/sites/vic/files/2020-01/Cyber-Safety-Policy.pdf>

3.7 Netball Victoria Member Protection (updated April 2017)

In December 2006, Netball Victoria adopted the Netball Australia Member Protection Policy.

Ferntree Gully Netball Club, abide by this policy. Netball Victoria in line with Netball Australia is committed to treating all people with respect, dignity and fairness.

https://netball.com.au/sites/default/files/2019-07/Member-Protection-Policy-and-Attachments_FINAL-APRIL-2017.pdf

The Member Protection Policy now requires Complaints Managers to undertake free Play by the Rules training. As a minimum, Complaints Managers should complete the Complaint Handling Program.

Play by the Rules also offers other free training programs that would be off assistance to Complaints Managers.

To access and complete the new training please click on the below link:

Play by the Rules <http://www.playbytherules.net.au/>

3.7.1 Child Safety in Netball Policy (Jan 2017 effective)

In January 2017, Netball Victoria introduced a new Child Safety in Netball Policy

This was a result of the Child Safety Standards introduced by the Victorian State Government.

Link available on NV Member Protection web page <https://vic.netball.com.au/child-safety-standards>

4 Grievance Procedure

This procedure is a direct copy from the model rules and applies to FTG Netball Club as per the model rules.

4.1 APPLICATION

The grievance procedure set out in this rule applies to disputes under these Rules between- a member and another member; or a member and the Committee or Association.

A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed

4.2 PARTIES MUST ATTEMPT TO RESOLVE THE DISPUTE

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party

4.3 APPOINTMENT OF MEDIATOR

If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—

- (a) notify the Committee of the dispute; and
- (b) agree to or request the appointment of a mediator; and
- (c) attempt in good faith to settle the dispute by mediation.

The mediator must be—

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.

A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

4.4 MEDIATION PROCESS

The mediator, in conducting the mediation, must--

- give the parties to the mediation process every opportunity to be heard; and
- allow due consideration by all parties of any written statement submitted by any party; and
- ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute.

4.5 FAILURE TO RESOLVE DISPUTE BY MEDIATION

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

5 Finance

Ferntree Gully Netball Club seeks to self finance all activities by club fees. Fundraising is only done, if discussed and agreed for specific projects or activities. The club is not a profit making organisation. Fees are calculated to cover the running costs of the teams for one year.

5.1 Club Fees

Each year at the annual general meeting, the club fees for the following year will be set. This will be discussed and decided by vote. When fees have been set all players must be notified of the fee structure. When a player is nominated to a team, fees become due according to the payment schedule. Ideally fees should be paid prior to the start of the first game of the season.

5.1.1 Annual fee

An Annual fee was introduced to cover a player for both Winter and Spring Season, it provides a slight discount on fees for the year, as it reduces administration time and effort.

5.1.2 Winter ONLY fee

Winter fee only exists to cater for players who only play Winter competition every year.

5.1.3 Spring Fee

The Family discount does not apply to the Spring Fee. The same fee is payable by all Spring players. A player does not pay an additional Spring fee, if the Annual fee was paid at the beginning of the Year.

5.2 Discounts

5.2.1 Family Discount Policy

A fee structure for families is voted on at the AGM, and a payment schedule agreed. The club reduces the club fees for the third and any subsequent player from the same family.

5.2.2 Senior Social Team Fee Reduction (AGM 2010)

A fee reduction for the Senior Social teams who do not train or have a coach and therefore do not incur facility hire fees for the complex. The fee reduction applies to all team players within the nominated teams. This does not apply to any Section 1 or 2 teams in Open, (including A Grade and A Reserve), or 23/1 or in any underage Section. This will be administered by giving a credit towards the following year's fees.

Reimbursement: \$40 Annual, \$30 Winter & \$15 Spring. (to be reviewed at each AGM)

Training and NON training teams are agreed by the FTG grading committee from season to season. Teams themselves are not permitted to elect this option. This fee reduction does not apply to individuals in coached teams that do train. This fee reduction is never paid out in cash, it is only ever applied as a credit against future fee payment.

The team is responsible for any forfeit fees they incur.

5.3 Fee Management

5.3.1 Club Fee Calculation

Club fees are calculated and reviewed annually to include the costs of:

- Association on court fees and other costs as defined each year
- Ball and Bibs for team
- Team Managers Kit and First Aid kit
- Coach and Umpire training costs
- Umpire Fees
- Administration (postage/stationery etc)
- Team Awards (trophies, certificates, medallions etc)
- General equipment for training
- Indoor training fees and fund raising levy

5.3.2 Non Refundable Registration Deposit

Currently players must register and pay their NVM to be considered for the following season, with club fees payable before the first game.

All new players joining (not paying full club fees on sign up) are required to pay a \$50 non-refundable deposit (this covers initial administrative costs incurred by club) or full club fees to be considered for team placement. Should the club be unable to place the player in any team, the deposit will be returned. The deposit amount will be reviewed annually, and assessed against the club administration costs.

5.3.3 Fee Collection

The club moved to electronic invoicing in 2013 season.

Fees can be collected by the Club Treasurer.

Receipts must be issued for all monies handed over.

Details are provided on our web site to enable members to transfer funds directly into our Bank account or pay via credit card through the website.

5.3.4 UnPaid Fees

The committee has discretion to waiver or modify fees in genuine hardship cases. Team managers should refer such cases to the Club Treasurer. All cases are treated in confidence.

Non payment of fees can result in the player being excluded from the court in some cases. The player is ineligible for any club awards and participation in finals should fees not be paid by the conclusion of the regular season.

Owed monies to the club will prevent a clearance being given to a player to move to another club in the Association.

5.3.5 Fee Refund Policy

Based on the number of registered players, the club enters teams and incurs costs to support all activities throughout the season, and year. The Executive committee work to a budget to ensure that all costs and commitments are met.

When a player withdraws from the competition and requests a fee refund for the rest of the season, the club does not give a refund, as the funds have already been committed, and in some cases spent.

In extenuating circumstances, the Executive committee has discretion to make an exception, after considering the financial consequences. In some cases it may be decided to hold the fee paid balance as a credit for the next season.

Extenuating circumstances are considered to be, for example : player injury, resulting in player being unable to play for the rest of the season or year, moving out of the area, or Interstate, and other unforeseeable circumstances that may occur, and are not under the control of the player.

A player who has taken advantage of the Annual fee payment, (discounted yearly payment) who then decides not to play the Spring season with Ferntree Gully Netball club is not eligible for refund.

Unfinancial members are ineligible to vote or stand as candidates at any meetings.

5.4 Club Payments

5.4.1 Reimbursement Policy

Any committee member, or other authorised person, purchasing on behalf of the club, must obtain approval from the Club Treasurer, prior to the goods being purchased.

Invoices and receipts must be presented to the Club Treasurer before re imbursement can be made.

All re imbursements will be made by direct transfer into a nominated bank account.. It is not possible to re-imburse by cash, or by offset against fees owed.

All receipts must be clearly identifiable and if necessary have accompanying explanation.
Where possible ALL invoices should be addressed directly to The Club Treasurer

This policy is required to meet auditing requirements, and requirements of a registered association, All incoming and outgoing monies are to appear itemised through the bank account of the Ferntree Gully Netball Club.

5.4.2 Umpire Payment Policy

Umpire payments are the responsibility of Mountain District Netball Association.

5.4.3 Training Course Reimbursement

Training courses must be proposed to the executive committee, who will ratify the course to ensure it is appropriate and in keeping with the needs of the membership.

Many coaching courses provided by Netball Victoria must be applied for and paid by the coach themselves to book the course.

On attending and completing the course the club member can apply for re-imbusement following the re-imbusement process

There is an expectation that the coach will coach a team for the next season with the club, or re imburse the course fee back to the club

5.4.4 Honorarium

5.4.4.1 Key Committee positions

Paid to offset the continuing rise of petrol, phone and other costs involved in maintaining a professional standard of Committee and Convenor roles and in recognition of the time commitment required for all these positions President, Secretary, Club Treasurer and Registration Secretary receive an honorarium per year payable at the end of the financial year for 12 months service. If a term is not for the full 12 months a pro-rata amount would be paid.

All Convenors and co-ordinators listed below receive an honorarium per year payable at the end of the financial year for 12 months service. If a term is not for the full 12 months a pro-rata amount would be paid.

These positions are:

Executive Committee:
Vice President
Non-Executive Committee:
Coaches Convenor
Uniforms Officer

**If the position is shared the honorarium would be divided between the convenors.

The amount to be paid is moderated considering the weekly time commitment and total time commitment over 12 months and the Level of responsibility of the position and role

5.4.4.2 Committee - Out of pocket expenses and one time payments

In consideration of the time commitment and importance of the grading committee, a payment for winter and for spring season grading is given to each member of the grading committee.

The grading committee comprises:

3 coaches, who hold level 1 or equivalent accreditation,
a member of the executive committee to provide a point of reference.

The registration secretary is also a member, to provide and manage accurate player details and is to attend meetings to document and ensure team listings and details are maintained and updated as required.

Grading committee has a maximum membership of 5.

If a member does not serve a full season (winter or spring), the payment is not made.

Umpires are to be paid for grading days, with the amount to be discussed each year by the Exec and umpires convenor, and agreed in line with normal umpires' payments for games and tournaments.

Payment of external graders is also permitted and agreed by Exec and Umpires convenor in advance of booking them. Payment is made after grading days are finished, and on completion of grading day duties.

Records are maintained by the Club Treasurer and Secretary, with cheque payments being issued at the end of the financial year, or the AGM.

5.5 ABN Number 320115874

The club is registered and has an ABN number. The required financial statements are to be lodged as required by the Club Treasurer.

5.6 BAS Statements and GST Refunds

Club Treasurer submits required paperwork and claims on behalf of the club.

5.7 Financial Year

The financial Year of the club starts on 1st November of each year.

Annual accounts to be presented at the AGM held in March.

5.8 Bank Account Details

Commonwealth Bank BSB 063 108
Account name FTG Netball Club
Account Number 0090 3889

A term deposit account is maintained for long term finance security.

Signatories to the bank account are the Executive Committee.

All transactions require 2 signatures or authorisations.

5.9 Hiring Policy for tent/marquee (Feb 2007)

Bond for tent hire \$500-00. No charge if returned undamaged.

FTG club members only.

Bond is to be provided as a cheque made payable to the club.

This will be held by the Treasurer until after the return of the tent. It will then be given back to the hirer.

6 Club Assets and Equipment

6.1. Club Facilities

We utilise the Knox Indoor Netball Complex in Dempster Street Ferntree Gully, for indoor training facilities.

We have a store room, which contains all training equipment.

Access is restricted to Committee and Coaches.

Notice board for displaying club notices is kept in store room, for display at training sessions

Keys issued to committee members are registered and a list held by the equipment officer.

6.2. Training Equipment

Assorted skipping ropes

Cones, Hoops, stepping ladders

Spare bib sets, Balls (Ball Hamper)

Trampette

Noticeboard

6.3. Team equipment

Ball

Bibs

First Aid Kit

Team managers Kit

Coaches Bags

6.4. Presentation Equipment

Past Trophies

Plaque

Presidents Trophy

MDNA awarded pennants – current whereabouts unknown -

Junior and Senior player trophies.

Non Playing Trophy

Stock – 5, 10, 15, 20 year badges

Coaches, Assistant Coaches, Team Manager Certificate Templates

6.5. Miscellaneous

Common Seal of FTG Netball Club (held by Secretary)

To be used on all official / legal documents signed by the club

Club Stamp – 'Ferntree Gully Netball Club INC'

Xero Software licence and database – Accounts and invoice generation)

Held and managed by Club Treasurer

Uniforms -(held by Uniforms Officer)

Tent/Small Marquee – Purchased 2006 winter season.

To assist with sun protection in Spring (see hiring policy)

7 Fundraising, Sponsorship and Grants

The general level of Fundraising required is still reviewed annually by the committee, and targets and a program set for the year if required. This may be customised to pay for uniforms, equipment or particular events.

The club will take up appropriate sponsorship as opportunities present themselves. Careful scrutiny of any potential sponsor will be undertaken by the Committee to ensure that there is no conflict in the general philosophy and aims of the Club.

The Committee will seek grants which benefit members and the Club from appropriate Sporting and government bodies.

The club undertakes to liaise with the MDN Association to ensure no conflict occurs.

Details of all Fund raising activities are reported back annually at the AGM.

2005 – to date REBEL Sports provide discount to all members on presentation of card. They also accrue credit for us to purchase items against all money spent by members.

2021 - Melbourne Orthodontic Group provided sponsorship providing the club with free training shirts for each registered player

2021/2022 - Weekly team awards for our juniors are provided by Grill'd and Knox Leisureworks

8 Competition

Ferntree Gully Netball club shall enter teams through the Mountain District Netball Association (MDNA) for winter and spring competitions at the Knox Regional Netball complex, and participate in accordance with the Netball Victoria Competition Rules and Regulations.

Coaches can apply to the Executive committee for permission to enter teams in tournaments throughout the year. This must ensure a fair and equitable process for player selection in keeping with the competition being entered.

8.1 Team

Each team shall comprise of a minimum 8 players, preferably 9 for Spring.

Each team will have:

Coach (assistant coach encouraged for U11s and U13 teams)

Team Manager

Once the team is selected and coach and team manager appointed, they become responsible for attendance at the required time for each game and abiding by the rules of the association.

Our teams train as a squad within their allocated age groups. A head coach for each age group is appointed before the beginning of the season and is expected to plan the session with input and assistance from the team coaches. Renumeration may be offered for the Head coach positions.

Times and date of coaching sessions are booked by the Executive committee before the beginning of each season. Training nights are agreed for indoor training at the Knox Netball complex. (Tuesdays, Thursdays primarily)

8.2 Team Selection and Grading Policy

Prior to the start of the Winter season, grading will be done for all players who have returned a completed registration form.

If grading days are organised, independent graders are preferred for each age level, and one representative coach from each age level. It is understood this is not always practical or possible.

Graders are expected to hold Level 1 coaching accreditation, or equivalent years of experience.

Grading considers both age and ability in team selection in consultation with both past and future coaches. In some cases parents may be consulted on the grading level of their own child.

Players are kept in their age group unless exceptional circumstances. Taking a player out of their age group is to be agreed by the Exec Committee, Coach, Player and Parents. All must agree for a player to be selected above their age group.

There are some limits -Under 11s must be 9 years of age. Under 13s must be 11 years. Under 15s must be 12 years. Under 17s, must be 14 years of age. U23s and Opens must be 15 years.

Within each age group teams are selected based on ability. (U13s sections eg 1,2,3,4,5,6)

At the end of each season, coaches will be requested to provide grading information on each of their players. This information is provided in confidence, has limited circulation and is used solely for grading. The forms are managed by the coaches convenor.(see appendix) The forms are held/stored by the secretary for 2 seasons and are then destroyed. This allows last winter's grading to be used for current winter grading review.

Ferntree Gully Netball Club undertakes to place all players in a team should they register, pay and join the club irrespective of age or ability.

All players of a team are entitled to equal court time through the season, irrespective of ability. During the season finals club competition, all team players must take to the court for each game. The amount of time on court is at the coaches discretion.

During the season, all teams are expected to, where possible, assist other teams within the rules of the competition to ensure that all teams take to the court with 7 players.

Spring team selection is done following winter evaluation forms from Coaches.

Following team selection, the Coaches Convenor allocates available coaches to the teams. Considerations are team age, playing and coaching time, & coaching experience.

** Approved Social teams are not graded by the club, and their team is presented to MDNA for grading in the Open competition. The team is fully managed by their Team manager, including managing spare players, ensuring they are financial and registered to play with the club. Saturday office paperwork regarding changes must be completed and communicated to the registration Secretary.

8.3 Team Uniform

Ferntree Gully Netball Club colours are Royal Blue and White.

Our uniform consists of:

- One Piece Dress in club colours or
- Playing V-Neck Tee and mid length shorts in club colours
- White socks

U11 Modified teams are allowed to wear full leg black leggings and white long sleeve undershirts.

Optional items:

- Training tops
- Hoodies (Royal Blue or grey)

Playing uniforms are available only through the club and can be purchased from the Uniforms officer via our online store.

All players are expected to wear full uniform for games . Incorrect uniform may result in umpires removing players from the court.

8.4 Player Registration

The Club registers all players prior to and during the season in a team online. During the season, in addition, a new player details (full name, address, phone no., NVM no., DOB) must be register as required by MDNA in the office prior to game. If a player requires NVM, this must be obtained by the player (online) prior to the game.

Players transferring from another club in the MDNA association must fill in a club clearance form and this must be processed by the registration Secretary online prior to game.

Failure to do this will result in the team being penalised and losing game points.

8.5 Scoring

MDNA is currently transitioning to live scoring via the netball connect app from paper scoring. The first named team is responsible for live scoring, whilst the second named team is responsible for paper scoring during this transition period.

The first named team is responsible for collecting the scoresheet from the office (red box outside office) before each game and returning after the completion of the game. The names on the scoresheet should be checked and positions entered (including interchange players). During the Winter season competition best & fairest card and envelope must be attached to the back of the scoresheet. The envelope should detail

Section U13/4

FTGully Vs Boronia
Date xx xx xxxx

First named teams are also responsible for the official scoresheet. It is advisable to observe the scorer when the opposing team is the official scorer. Scoring can be rostered as required by the Team Manager. Anyone taking on this role must have been shown how to score correctly.

An incorrect scoresheet will result in the team losing game points and players not receiving game qualifications.

ANY player that must be written on the scoresheet or added to the live scoring Netball connect app, requires someone to go into the office to fill in the appropriate details BEFORE the game commences

Eg Borrowed player
Player playing twice in one day
New player joining team

ALL players that take to the court must have a position recorded against their name, otherwise they will not be given a player qualification for that game.

Winter players must have 5 player qualifications to play finals

Spring players must have 3 player qualifications to play finals

The number of player qualifications is agreed between all clubs via the MDNA Delegates meetings.

8.6 Team Presentation

At the start of each game, umpires check uniform and on-court appearance.

The rules state that :

Nails shall be cut short or taped.

No jewellery to be worn unless taped correctly.

The registered club uniform must be worn. Close fitting sunglasses can be worn.

MDNA award a Best Team Club Award each Winter Season

Each club selects one of its teams and forwards details and nomination to MDNA at the end of the winter season for recognition and presentation on Grand Final Day.

The Ferntree Gully Netball club team is selected by the FTG executive committee, following nominations from committee members.

8.7 Game Day Responsibilities for teams

Start of Day

First round teams will need to put out a goal post and attach padding for their court

You may be instructed at the end of the game to also return the post and padding – this may occur any round, and indicates that court is not being used through the rest of the day.

End of Day

Each team is responsible for the return of one of the goal posts after the last round, or if indicated on the notice board.

Bin Duty

Throughout the season Clubs are rostered by the association to put out and return rubbish bins for the day. Members are expected to participate and assist when our club is rostered to this duty.

If these duties are not done, the team / club may be fined by MDNA.

8.8 Game Day Policies defined by MDNA

Each year MDNA provides an admin pack for clubs, which contains all relevant information for the season, including game day processes to be followed.

Eg:

Playing Twice in One Day

Borrowed Player Process

Game Day issues requiring attention of Saturday Competition Supervisor

Game day issues requiring attention of Saturday Competition Umpires Supervisor

The admin pack is available on their web site

<http://mountaindna.vic.netball.com.au/>

8.9 Team Name list

There are approved names for all teams related to certain grades and sections in the competition
 The first team in each section has a gemstone related name.

Modified	Baby Blue (ministars) Blue Gums Blue Berries Blue Bells
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Under 23s	Jasper Blue Raven Blue Ocean Blue
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11/1's	Blue Topaz
11/2'S	Powder Blue
11/3'S	Kingfisher Blue
11/4'S	Periwinkle Blue
11/5'S	Dusty Blue Light Blue Blue Jays

A Grade	Blue Sapphires
A Res	Blue Gems
Open 1	Blue Jewel Slate Blue Turquoise Blue Electric Blue Arctic Blue

13/1'S	Blue Opals
13/2'S	Wedgewood Blue
13/3'S	Misty Blue
13/4'S	Marine Blue
13/5'S	Royal Blue
	French Blue Teal Blue Aquamarine Blue

	Navy Blue Azure Blue Denim Blue Indigo Blue Cornflower Blue Teal Blue Blue Orchid Tiffany Blue Pacific Blue Aurora Blue Tidal Blue Storm Blue
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15/1'S	Crystal Blue
15/2'S	Midnight Blue
15/3'S	Cobalt Blue
15/4'S	Steel Blue Cyan Blue Sky Blue Ice Blue

18/1	Blue Diamonds
18/2	Sea Blue
18/3	Coral Blue Blue Quartz

9 Coaching and Coaches

The club undertakes to provide each team with a coach. . **see social team where there is a team manager no coach.

Each nominated team coach must be 18 years or over

All FTG Netball coaches must hold a WWCC (working with children check) The application can be started on line here: <http://www.workingwithchildren.vic.gov.au/home/>

It is the responsibility of each coach to keep their WWCC current. (It is valid for 5 years)

Each coach must have (or take) Foundation level accreditation in their first season. In all subsequent years they must attend at least 2 coaching sessions within the year, (such as coaches in the field workshops) All coaches are expected to proceed to obtain Development level accreditation within 3 years of taking up coaching duties with the club.

It is preferred that all coaches successfully complete the section 1 Umpires Theory Exam (now online)

All coaches must attain a recognised First Aid Certificate within One year of joining the Coaching team of FTG Netball. (Fees paid by club)

The club undertakes to pay all fees associated with coaching accreditation courses for current team coaches.

The club undertakes to encourage assistant coaches between the ages of 14 and 18. These will be assigned to work with a team coach to promote their skills and assist in the training and preparation of the team for competition.

All coaches are expected to abide by the Coaches code of conduct and enforce the Players code of conduct with their team.

The coach is responsible for the safe keeping of the ball and bibs allocated to the team for the season. These must be returned to the equipment officer at the end of the season.

Our coaches must make a commitment to providing a quality service to players.

10 Umpiring and Umpires

As of the start of the 2022 Winter Season MDNA have taken over responsibility of recruiting, training and allocating umpires to all matches.

Players from within the club are encouraged to umpire as a means of expanding their skill set and knowledge of Netball.

Umpires must be 14 yrs of age or older. (12/13 year old - by invitation)

MDNA expects all umpires to hold a current Theory exam mark, and complete their introduction to umpiring course before starting to umpire on courts their first year with the club as umpire.

Inexperienced umpires are provided a 'runner' to provide support and coaching. Their progress and training is monitored by the Umpires convenor.

The club undertakes to promote and assist current club umpires to obtain a badge

Umpires are paid per game by MDNA .

Current Payment schedule is set according to length of time umpiring and whether Badged.

The Umpires convenor convenes with MDNA to ensure the club is promoting umpiring and ensuring that club umpires are confident on the court. Inexperienced umpires may be rotated or put on a waiting list pending satisfactory completion of appropriate training or accreditation.

The umpire is responsible for attendance at the required pre season meetings run by MDNA according to their accreditation.

11 Club Awards

In recognition of netball skill, and general team participation several awards are made annually by the club to its members.

11.1 Best and Fairest

During the winter competition umpires vote at each game for the best and fairest players on court. These votes are confidential and collated by the MDNA.

At the conclusion of the season MDNA issues each club secretary with a list of the 2 players in each club team which have accumulated the most votes. The MDNA uses the votes across all players in each division to award a divisional award for Fairest and Best player and runnerup.

The club uses these votes as the basis to decide the club Best and Fairest awards. The MDNA votes for each team are discussed by the executive committee. Other criteria which are considered include general conduct throughout season, team attitude and sportsmanship, attitude to training and the player must be financial. Consideration of these factors may result in the club selecting other players from within the team for the award.

The Best and Fairest and runner up receive a trophy at Presentation Night.

11.2 Coaches' Award

For all Under 13, 15, 18, 23 and Open teams, an award is nominated by the coach to receive the Coaches Award.

This is in recognition of the best team player, not in terms of Netball skills, but the player who has throughout the year been consistent with their attitude both on and off the court. Has been punctual to games and training, turns up regularly for training or notifies the coach when they are unable to attend, exhibits good sportsmanship, and abides by the rules of conduct.

They are seen as a good role model for the rest of the team.

11.3 Junior and Senior Player Awards

These are prestigious awards given in recognition for outstanding achievement and involvement in the club and its activities.

Financial members are asked to nominate candidates from the junior and senior teams for consideration for these awards. Each Team is asked to provide nominations, which are returned to Secretary for Collation. Top 3 nominations in each category are then listed for a Committee silent ballot vote.

Criteria used to assess the candidates include:

- General conduct and behaviour throughout the season
- Team attitude and sportsmanship
- Involvement in fundraising activities (where applicable)
- Participation in all club activities
- Involvement in umpiring
- Involvement in coaching and other club positions
- Good financial record
- Enthusiasm and willingness to help the club and its members

Each award has a perpetual trophy which the recipient holds for one year. The player then receives a smaller individual trophy to mark their achievement.

11.4 Non Playing Club Award

This award was established to recognise those people who have made a significant contribution to the club, but are not an actual player. It is a prestigious award given in recognition for outstanding achievement and involvement in the club and its activities. Without the support and involvement of numerous individuals in various roles we would be unable to field teams on the court every week.

Nomination of candidates is the same as Senior and Junior Player (see above)

Criteria used to assess the candidates include:

General conduct and behaviour throughout the season
Enthusiasm and willingness to help the club and its members
Involvement in fundraising activities (where applicable)
Participation in club activities
Involvement in umpiring
Involvement in coaching
Involvement in Team Manager Role
Committee Positions held
Good financial record

This award has a perpetual trophy which the recipient holds for one year. The individual then receives a smaller individual trophy to mark their achievement.

11.5 Participation Trophies

Certificates have been replaced with Participation trophies, awarded to all non competitive teams at presentation night. (Under 11 Modified and Under 11)

11.6 First Year medallions

Medallions are given to all U11 Modified, U11 and U13 players in their first year of Netball.

11.7 5 year Metal badges

5 years with the club is marked by presentation of a Metal badge

11.8 10, 15, 20 year Membership Awards

Members celebrating these anniversaries with the club are presented with a special metal Lapel badge, marking their years with the club.

11.9 Life Membership

Life members are nominated and selected by the executive committee. This is a very prestigious honour given to long standing members of the club, who have served the club and its members in several capacities. Generally given to members of more than 10 years standing, who have made a significant contribution to the running and support of the club and its members.

Life membership is normally bestowed at the end of a members active time with the club.

Each year a maximum of 2 candidates may be considered, although one is considered to be the norm. In some cases there maybe no worthy candidates, and no life members are elected.

11.10 MDNA Awards

Best and Fairest - each division

Across all clubs in each competition division, MDNA awards trophies to the individual who received most umpires votes throughout the season, and a runner up position.

Best Team Club Award (formerly best Conducted Team Award)

MDNA award the Best Team Club Award. Criteria and details are nominated by each club. Each club to nominate one team.

Association Club Award

A perpetual trophy is awarded to one club each year.

Ferntree Gully Club was awarded this Trophy in 2004, 2009 and had previously received it once. (Year to be confirmed)

12 Presentation Night

Each year following the Winter season competition the Club holds a presentation to award and celebrate all players and teams.

Details of awards given can be found elsewhere in this document.

The Presentation involves:

- Presentation of all club awards

- Involvement of all life members of the club

- Recognition and appreciation of all club officials, coaches, team managers and umpires.

- Celebration of Club successes in the MDNA winter season.

1989 Silver Anniversary (25th) Special Celebration event was held (Fibremakers)

2004 Ruby Anniversary (40th) Celebrations were held and commemorative badges were produced.

2009 Sapphire Anniversary (45th)

2014 Clubs 50th Anniversary Special Anniversary event, with all life members and past committee members invited. Held at Mulgrave Golf Club in May .
Special commemerative keyrings produced.

2019 55th Anniversary

2024 Diamond Anniversary (60th)

13 Committee Position Role / Description

All committee members must comply with the general duties as described and documented in the model rules

13.1 President

The primary responsibilities of the President are:

1. Preside over all committee meetings and represent the club at all association meetings as a club delegate
2. Participate as a general committee member for MDNA
3. Ensure that all actions are in accordance with the Statement of Purpose of the Club, and that the Club constitution and rules are upheld by all members.
4. Ensure that the Executive committee meets at least 3 times a year in accordance with the model rules.
5. Be available and approachable for any member of the club to contact concerning club matters.
6. Be an ambassador for the club in all dealings with other associations and clubs.
7. Participate as a full member of the executive committee on all aspects of running the club.

13.2 Vice President

The primary responsibilities of the Vice President are:

1. Deputise for the President at Delegates meetings or official meetings of club , if required.
2. Assist the President in ensuring that actions are in accordance with the Statement of Purpose of the Club, and that the Club constitution and rules are upheld by all members.
3. Be available and approachable for any member of the club to contact concerning club matters.
4. The Vice President can be nominated to also participate as one of the non executive or general committee positions, if required by the club. (eg coaches convenor, team manager co-ordinator)
5. Participate as a full member of the executive committee on all aspects of running the club.

13.3 Secretary

The primary responsibilities of the Secretary are:

Perform any duty or function required under the Associations Incorporated Reform Act 2012, to be performed by the secretary of an incorporated association.

1. Ensure that minutes are maintained of the resolutions and proceeding of each general meeting and each committee meeting , along with a record of the names of the persons present at the meetings. (Actual minutes taken by minute Secretary, if appointed)
2. As custodian of all club records, support the registration secretary in keeping a register of all members and historical data of past members and their history with the club.
3. Liaise with MDNA association regarding administration details of the club and other matters.
4. Represent the club at all association meetings as a club delegate, ensure information is communicated to and from the club committee.
5. Draw up all official letters and memos, as directed by the committee. Keep all club correspondence.
6. Co-ordinate all information for distribution to all members. Ensure that adequate and proper notice is given to all members for general meetings and the annual general meeting.
7. Prepare and maintain records for club membership awards. Ensure that the anniversary of specific years with the club are marked with the appropriate presentation
8. Maintain club website and Administer the club email address ferntreegullynetball@gmail.com
9. Manage the club facebook page in conjunctin with nominated committee editors
10. Participate as a full member of the executive committee on all aspects of running the club
11. Pre requisite this person MUST have Internet access to be able to communicate effectively with the Committee and other club members
12. Pre requisite this person MUST have good computer skills (Excel, Word, Email)
13. Secretary must live in Australia (requirement of the Associations Incorporation reform Act 2012)

**AGM 2012

The Associations Incorporation Act 1981 has been replaced with the Associations Incorporation Reform Act 2012. The Public Officer role is now called the Secretary, and has been merged with the club's Executive secretary position.

13.4 Club Treasurer

The primary responsibilities of the Club Treasurer are:

Comply with all Treasurer responsibilities as documented in the model rules

1. Manage club bank account
2. Liaise with Registration Secretary on collection of club fees and monies, deposited in the Club bank account, paid by EFTPOS, or via Netball Victoria online system
3. Issue cheques for authorised expenditure of the club
4. Issue all invoices and receipts for club fees and NVM and reconcile with Registration Secretary and Uniforms officer –(the other 2 holders of receipt books)
5. Maintain full records on all club expenses and income using MYOB system
6. Keep all receipts and invoices and maintain correct accounts showing the financial affairs of the Club
7. Produce club accounts for submission to Corporate affairs annually and monthly to committee meeting
8. Manage records and statements with regard to the club ABN registration
9. Manage and Submit all BAS Statements and submissions for GST refunds
10. Liaise with team managers on all matters concerning club fees.
11. Provide Monetary management for any sponsorship or fund raising activities
12. Participate as a full member of the executive committee on all aspects of running the club
13. Pre requisite this person MUST have Internet access to be able to communicate effectively with the Committee and other club members
14. Pre requisite this person MUST have some financial background or experience (MYOB experience preferred)
15. Persons elected to this role may be asked to undergo certain reference checking due to financial responsibility they hold

Internet capability needed to email receipts

13.5 Registration Secretary

The primary responsibilities of the Registration Secretary are:

1. Maintain the current register of all members in the MyNetball system, inline with Netball Victoria guidelines.
2. Assist the Secretary in maintenance of historical data of past members and their history with the club
3. Maintain details of Netball Victoria registrations for all members in conjunction with Club
4. Liaise with MDNA NVM co-ordinator for reconciliation and payment for online member registration
5. Handle all correspondence to the club pertaining to NVM registration
6. Be responsible for the submission of updated team registrations to MDNA and co-ordinate with Coaches convenor for team sheets
7. Co-ordinate and manage proof of ID for under age players
8. Manage Clearance process for new players from other clubs
9. Assist Treasurer to verify and reconcile club fees and monies, deposited in the Club bank account or paid via EFTPOS
10. Participate as a member of the Executive committee on all aspects of running the club
11. 2005 - Pre requisite this person MUST have Internet access to be able to communicate effectively with the Committee and other club members
12. Pre requisite this person MUST have good computer skills (Excel, Word, Email)
13. Persons elected to this role may be asked to undergo certain reference checking due to financial responsibility they hold

13.6 Coaches Convenor

The primary responsibilities of the coaches convenor are:

1. Liaise with MDNA association regarding coaching matters and MDNA Coaches convenor.
2. Organise and manage the provision of coaches for all teams.
3. Provide contact point for all coaches, to seek assistance and coaching help.
4. Liaise with executive committee on any major issues, as required.
5. Co-ordinate the team training timetable with coaches. Indoor training requirement to be presented to committee for approval. (Secretary to notify Knox Council of requirement)
6. Promote coaching amongst club members, and promote the role of assistant coach among the younger players (14- 18yrs)
7. Co-ordinate training, accreditation courses and workshop attendance for coaches.
8. Maintain accreditation records of club coaches. (Official record to be held by Club Secretary for club records)
9. Maintain First Aid register, and ensure all coaches participate in basic training.
10. Provide all coaches with info pack at the beginning of each season. – Contents: Club contact list, Injury form, information regarding warm up, training and playing expectations of the club, Codes of Conduct

13.7 Coaching Development Officer (AGM 2012)

Role: To assist with the on-going training and development of all our FTG coaches.

Includes mentoring our assistant coaches

This position will work closely with the Coaches convenor

Role and duties to be developed

13.8 Umpires Convenor

The primary responsibilities of the Umpires convenor are:

1. Liaise with MDNA association Umpires convenor on all matters concerning competition umpiring.
2. Organise and manage the provision of umpires for all games, produce roster and communicate to all umpires. Provide emergency umpire contacts to all registered umpires.
3. Produce a regular newsletter for umpires (copies to committee for reference)
4. Promote umpiring amongst club members.
5. Co-ordinate training, accreditation courses and workshop attendance for umpires.
6. Maintain records of club umpires
7. Maintain waiting list for players wishing to umpire but not yet qualified or experienced. Must be 12 to be on the list.
8. Liaise with Treasurer to ensure Umpires are paid according to pay scale.
9. Participate as a member of the committee on all aspects of running the club.

13.9 Umpires Convenor Assistant Position (AGM 2012)

To assist the Umpires convenor in managing the umpires required for the Saturday competition

Includes mentoring our junior umpires

This position will work closely with the Umpires convenor

Role and duties to be developed

13.10 Uniforms Officer

The primary responsibilities of the Uniforms Officer are:

Receive and process all uniform orders from members.

Liaise with suppliers to ensure availability of Uniform

Hold stock of Uniform, and keep a stock record, to be reviewed at least quarterly

Review uniform with Committee and team managers at least once a year

Receive monies for uniform , issue receipts and liaise with Club Treasurer to keep accurate accounts and bank monies received

Check invoices against goods received. Advise Treasurer of invoices to be paid

Undertake a uniform stock take at least twice a year

Present Stocktake position to Committee on a regular basis

Be available to take queries from any club member on uniform issues

Participate as a member of the committee on all aspects of running the club

13.11 Assistant Uniforms Officer (AGM 2011)

Assist with processing uniform orders from members

Assist with suppliers as directed by Uniforms Officer

Assist Uniforms officer with issuing of receipts

Assist with uniform stocktakes

Represent the Uniforms Officer at Committee meetings when required

Be available to take queries from any club member on uniform issues

Participate as a member of the committee on all aspects of running the club

13.12 Minute Secretary

The primary responsibilities of the Minute Secretary are:

1. Prepare agenda and maintain minutes for all general committee meetings, along with a record of the names of the persons present at the meetings
2. Attend team managers meetings to record minutes and collate information for club communications. Present minutes to the executive committee
3. Attend Coaches meetings to record minutes and collate information for club communications. Present minutes to the executive committee
4. Assist Secretary in the preparation of club correspondence and letters and memos as requested
5. Co-ordinate the production of a regular newsletter to all members
6. Co-ordinate the dissemination of newsletters and information to all teams via the Team Managers
7. Produce electronic copy of all minutes for club records (held by Secretary)
8. Participate as a member of the committee on all aspects of running the club

2005 - Pre requisite this person MUST have Internet access to be able to communicate effectively with the Committee and other club members

Pre requisite this person MUST have good computer skills (Excel, Word, Email)

13.13 Equipment Officer

The primary responsibilities of the Equipment Officer are:

Be responsible for all club equipment

Co-ordinate the provision of balls and bibs to all teams

Maintain First Aid Kits in conjunction with Team manager Co-ordinator

Liaise with Knox council regarding Store room at Complex

Regularly check and maintain all training equipment

Collect all equipment from coaches at the end of the season

Perform Annual Audit of all Equipment

Hold register of keys for complex access

Participate as a member of the committee on all aspects of running the club

13.14 Assistant Equipment Officer (AGM 2012)

This role is to assist the Equipment officer in maintaining and managing the equipment bags for all teams

As specified in the Role description of the Equipment Officer.

13.15 Sponsorship and Grant Development Co-ordinator (AGM 2007)

The primary responsibilities of the Sponsorship and Grant development Co-ordinator are:

1. Co-ordinate all activities associated with the development and maintenance of Club sponsorship
2. Review all Grant opportunities identified to Secretary by Club development government body and local Council
3. Convene a sub committee, if required, of general committee members or other co-opted club members for sponsorship tasks

Liaise with the executive committee on all aspects of Sponsorship . Provide regular briefings, and details of progress. All aspects must be approved via the executive committee

Development of Grant proposals in conjunction with executive committee to benefit the members of the club

Liaise with Fund raising co-ordinator and MDNA in relation to intentions to ensure no conflict of interest occurs

Communicate details to all members of the committee, canvas ideas and acceptable activities from club members

Ensure that the accepted sponsorship is in keeping with the ethics of the club, and meets the criteria set by the Executive committee

Participate as a member of the committee on all aspects of running the club.

13.16 Team Manager Co-ordinator

The Team Manager Co-ordinators primary responsibilities include:

1. Holding of regular (monthly) team manager meetings throughout the season
2. Liaise with the Treasurer and Assistant Treasurer on all financial matters from the team managers
3. Provide training to new team managers on their duties as required
4. Co-ordinate first aid kits for all team managers in conjunction with Equipment Officer

Provide co-ordination point for team managers on club activities eg presentation night, photos etc

Be responsible for the issue of Presentation night tickets and allocation of numbers, if required

Provide liaison point between team managers and committee and assist in dissemination of information

Be responsible for the dissemination of all team notices via the Team Managers

Participate as a member of the committee on all aspects of running the club

13.17 Junior Council Facilitator (AGM 2010, no longer appointed AGM 2013)

This position, as are all positions in the Club, purely voluntary. For a smooth running season, the nominated and successful incumbent must commit to time requirements as outlined below:

Abide by Committee Code of Conduct

Assist Communication with Executive and General Committee (provide monthly report) and attend at least 6 Committee mtgs during the year

Organise 3 meetings during the year 2 Winter and 1 Spring for Junior Council

Organise Volunteers for

Grading Days / registration days

Holiday Programs

Round Robin assistance

Presentation Night

Other events as agreed by the committee

Establish Junior Council Principles – present to Committee for review and agreement

Communicate with players 12 – 17 years regarding Junior Council membership

Work with Secretary to draw up an application Form for applying to join the council

Actively seek input from other clubs with Junior Councils

Email availability is preferred to assist club communications

13.18 Promotions & Contact Officer (AGM 2012, no longer used 2014)

The primary responsibilities of the Promotions & Contact Officer are:

1. Assist Registration Secretary with all phone and email enquiries about joining the club
2. Assist Registration Secretary with registration day administration and paperwork
3. Assist with production of Registration Day Club Information Pack
4. Provide web page updates concerning registration
5. Follow up with all new players to make sure they are aware of club expectations
6. Field general queries concerning registration process

13.19 Fees Treasurer – (AGM 2017, position abolished)

Replaced by merging with Registration Secretary due to the online management of payments and player & team registrations.

13.20 Presentation Night Co-ordinator

The primary responsibilities of the Presentation Night Co-ordinator are:

1. Co-ordinate all activities associated with the successful running of the club Annual Presentation
2. Convene a sub committee of general committee members and other co-opted club members for all tasks associated with Presentation
3. Liaise with the executive committee on all aspects of the presentation. Provide regular briefings, and details of progress. All aspects must be approved via the executive committee

Keep within the given approved budget, providing the Treasurer with all details receipts and financial commitments made

Communicate details to all members of the committee, canvas ideas and acceptable format from club members

Ensure that the format and content of Presentation is in keeping with the ethics of the club, and meets the criteria set by the Executive committee

Participate as a member of the committee on all aspects of running the club

13.21 Fundraising Co-ordinator

The primary responsibilities of the Fund raising Co-ordinator are:

Co-ordinate all activities associated with Club fund raising activities.when required.- This is done for specific funds eg new uniform items, equipment purchases

Convene a sub committee, if required, of general committee members or other co-opted club members for Fund raising activities

Liaise with the executive committee on all aspects of Fund raising . Provide regular briefings, and details of progress. All aspects must be approved via the executive committee

Liaise with Fund raising bodies and MDNA in relation to activities

Communicate details to all members of the committee, canvas ideas and acceptable activities from club members

Ensure that the format and content of Fund raising activities is in keeping with the ethics of the club, and meets the criteria set by the Executive committee

Participate as a member of the committee on all aspects of running the club

13.22 Team Manager

Every team is allocated a coach and team manager. ** These positions, as are all positions in the Club, purely voluntary. For a smooth running season, they are joint co-ordinators of the team and must ensure that their team is represented in all club matters.

1. Abide by parent / spectator code of conduct
2. Assist Communication with Treasurer regarding Fees, monies due etc
3. Ensuring all new players are correctly registered, before taking to the court.
4. Checking players prior to inspection by umpire for correct uniform including socks and footwear. Check also for jewellery and nails.
5. Scoring - that is ensuring someone from team is scoring , organise a roster as required
6. Collection or Return of a pole/padding if first or last session.
7. Liaise with the Team Managers Co-ordinator (committee position)
8. Co-ordinating photos on behalf of the team, if required.
9. Co-ordinating team's arrangements for presentation night.
10. Handling distribution of newsletters and any club material.
11. Participate in monthly team manager's meetings.
12. Email availability is preferred to assist club communications

** Approved Social teams do not have a coach but are fully managed by their Team manager **(AGM 2010)**

13.23 Team Coach

Every team is allocated a coach and team manager. ** These positions , as are all positions in the Club, purely voluntary. For a smooth running season, they are joint co-ordinators of the team and must ensure that their team is represented in all club matters.

1. Abide by the Coaches Code of Conduct
2. Ensure players abide by the Players code of conduct
3. Conduct regular training sessions
4. Utilise player roster to ensure all players receive equal court time through the season
5. Be responsible for Bibs and Ball allocated to team
6. Update Coaching skills and experience by attending organised coaches training sessions (minimum as stated in Coaches section below)
7. Attain a recognised First Aid Certificate within One year of joining the Coaching team of FTG Netball, maintain currency of accreditation while coaching for the club
8. Participate in Coach's meetings. (Attend at least two each season)
9. Submit Player review at end of winer season so assist with grading process
10. Must hold a current WWCC
11. Email availability is preferred to assist club communication

** Approved Social teams do not have a coach but are fully managed by their Team manager **(AGM 2010)**

13.24 Assistant Team Coach

1. Abide by the Coaches Code of Conduct
2. Ensure players abide by the Players code of conduct
3. Assist the coach at the regular training sessions
4. Warm up players at the beginning of training sessions, and prior to the game
5. Attain a recognised First Aid Certificate within three years of joining the Coaching team of FTG Netball
6. Attend organised training sessions for coaches as advised by Co-ordinator (at least one per season)

14 Codes of Conduct

14.1 Committee Code of Conduct

1. Be Fair and considerate in all dealings with others
2. Uphold the values and ByLaws of the FTG Netball Club at all times
3. Be professional in, and accept responsibility for your actions.
4. Your language, presentation , manners and punctuality should reflect high standards
5. Maintain Strict Impartiality
6. Maintain Complete confidentiality of meetings and discussions when required
7. Be aware of your legal responsibilities
8. Uphold the privacy principles, and keep club and player information secure .
9. Attend regular committee meetings, absence should always be notified.

Name..... Sign.....

Position.....

Date.....

**To be signed by all committee members following election at the AGM
Forms held by secretary.**

14.2 Umpires Code of Conduct

1. Treat all Players with respect at all times.
2. Accept responsibility for all actions taken. Exercise reasonable care to prevent injury by ensuring players play within the rules.
3. Place the welfare and safety of the players above all else.
4. Be impartial and exhibit integrity in your relationship with other umpires, players and coaches.
5. Avoid situations which may lead to conflict of interest.
6. Be courteous, respectful and open to discussion and interaction.
7. Refrain from any form of abuse towards the players. This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed towards the players from other sources while they are playing.
8. Show concern and caution toward ill and injured players. Enforce the blood rule and apply procedures regarding ill and injured players according to the rule book and association. Common sense must be applied in all cases.
9. Refrain from any form of harassment towards players. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other conditions.

Name..... Sign.....

Umpires Badge.....

Date.....

**To be signed by all umpires when selected by Umpires Convenor
Forms held by secretary.**

14.3 Coaches Code Of Conduct

1. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests.
2. Teach your players that rules of the game are mutual agreements which no-one should evade or break.
3. All players need and deserve equal time on court (This does not apply to the A Grade)
4. Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a competition.
5. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players
6. Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
7. Follow the advice of a medical practioner when determining when an injured player is ready to play again.
8. Remember that children need a coach they can respect. Be generous with your praise when it is deserved, and set a good example
9. Refrain from any form of abuse towards your players. This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed towards your players from other sources while they are in your care.
10. Refrain from any form of harassment towards your players. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other conditions.

Name..... Sign.....

Coaching Accreditation Level

Date.....

**To be signed by all coaches when appointed by Coaches convenor
Forms to be held by secretary, along with WWCC.**

14.4 Players Code Of Conduct

1. Play by the rules. Do not use rough or dangerous play.
2. Play for fun, not to please parents or coaches.
3. Never argue with an umpire. Clarification may be obtained by the captain at a break.
4. Be a good sport. Applaud good play by both teams. Be a fair winner and loser.
5. Netball is a team sport. Work equally hard for yourself and your team.
6. Respect and co-operate with your coach, team mates and opponents.
7. DO NOT CRITICISE OR ABUSE OTHERS.
8. Arrive punctually to training sessions and games properly attired (ie no jewellery, nails short or taped, and hair tied back if necessary. Appropriate footwear)
9. If unable to attend due to illness or other commitment, advise the coach or team manager as soon as possible.
10. Be a responsible Team member
11. Encourage and assist all players

14.5 Parent and Spectator Code

1. Encourage children to participate if they are interested. If not, do not force them. Remember children play sport for their enjoyment not yours.
2. Encourage children to play by the rules
3. Focus on playing the game; applaud effort - winning is a bonus.
4. Do not criticise children in front of others. Constructive comments can be reserved for home.
5. Do not criticise or abuse fellow or opposing team members or supporters.
6. Children learn by example, set one by your own conduct, behaviour and appearance.
7. Applaud good play by all teams.
8. Refrain from approaching players during match breaks- allow the Coach to coach
9. Bring children to training and games punctually, properly attired (ie for training - runners, shorts or pants etc). Supply drink and warm clothes for afterwards. Collect from traing at the designated time.
10. If unable to attend due to illness or other commitments, advise coach or team manager as soon as possible.
11. Seek clarification from the coach regarding specific strategies, training drills etc if required.
12. Purchase club uniform for competition.
13. NVM and Club fees to be paid as per schedule.
14. Non Playing siblings **MUST** be supervised by parents at ALL Times.
15. Any concerns should be directed to one of the executive Committee

Name..... Sign.....

Age level of children

Date.....

14.6 FTG NETBALL CLUB INC PLAYER / PARENT AGREEMENT FORM

Please read carefully

I agree to:

- Participate for fun and enjoyment
- Respect and support my coach and team officials
- Treat all participants with respect and dignity regardless of their ability, gender, sexuality or cultural background
- Accept umpiring decisions without questioning
- Demonstrate self discipline – control my emotions and temper
- Never use aggressive behaviour or abusive language
- Accept responsibility for my actions
- Not engage in activities that will affect my performance – tobacco, alcohol or drugs
- Attend every session/match, unless I have personally contacted my coach.
- Pay my fees and any other monies by the due date
- Wear correct uniform at all times
- Deal with any dispute using the appropriate process, put any grievance in writing to the Committee of the FTG Netball Club
- Represent the FTG Netball Club with pride and good sportsmanship.

Name..... **Sign**.....

Parent Name.....**Parent Signature (if under 18)**.....

Team.....

Date.....

This statement is no longer on the back of the registration form as a separate section. It is now on the form which must be signed by each player. If the player is under 18 a parent must also sign.

This agreement may be used to re-affirm the club policy with individuals as required by the committee.

Appendix

Template Team Player Assessment Form

Coaches Information Form

Example Registration Form

Player / Parent Agreement Form

Injury Reporting Form

Parent/Player Information Booklet
Produced every year for each family

Template - Player Assessment Form

Winter 2017 Player Assessment Sheet - CONFIDENTIAL

FERNTREE GULLY NETBALL CLUB

Division

Coach

Team Mgr

team name

Player performance in this level of competition

NVM	NAME	SURNAME	DOB	Higher	Correct	Lower	General Comment

Coaches Information Form

Personal Details

Coach or Assistant Coach 2017 (please circle) (Coaches must be 18)

Name _____ Date of Birth: _____

Address: _____

Suburb _____ Postcode _____

Phone No.: _____ Mobile _____

Email address _____ @ _____

Working with Children Check

Do you have a current WWCC? _____

All coaches MUST hold a valid WWCC, to coach for FTG Netball Club
Not Applicable to assistant coaches if under age

NVM for 2017 : (Senior \$____) Number: _____

Please advise , if you have or will pay this elsewhere for 2017.....

Coaching Accreditation

Please list coaching level attained.....

Are you interested in attending coaching courses in 2017?.....

First Aid certificate held?

Accreditation Level.....

Preferred Age Groups (circle)

Modified Under 11 Under 13 Under 15 Under 17 Under 21 Open

Preferred Training Night / Times Tuesday Wednesday
Times?.....

Saturday Coaching Times Please advise any limitations to times on Saturdays

.....

Please return completed form to:
Club Secretary, xxxxxxxxxxxeither by email, or post to xxxxxxxxxxx

Example - Registration Form FTG NETBALL CLUB INC New Player REGISTRATION FORM 2017

Surname: _____ First Name _____
 Parent Name(s) _____ Date of Birth: _____
 Address: _____
 Suburb _____ Postcode _____
 Phone No.: _____ Mobile _____ Mum /Dad/Own _____

The New online MyNetball system requires a valid email address for all players being registered. This is held securely in the Netball Victoria system, and is editable by you at any time.

Would you like to receive club newsletters yes /No & invoices by email? Yes / No (circle please)
 (If you tick **No**, this means **you will not** receive any electronic communications from FTG Netball Club

Email address _____ (mandatory)

Played netball before?

1) **What Club?** _____ **Section/level** Winter 2016: _____ Spring _____

(If an MDNA club, you will need to complete a clearance form, please contact the Registration Secretary)

OR 2) No, Proof of age -Birth certificate or passport: _____ Club Official **MUST** witness this document.

You must pay your Netball Victoria membership (**NVM**) online

If already paid, – you must give your MyNetball number & when / where paid _____

(NOTE: Players will NOT be placed into a team until Netball Victoria Membership is current)

PLAYERS: Please indicate if you would like to:

Umpire ☑ **Coach** ☑ **Assistant Coach** ☑ **Team Manager** ☑

If yes, do you have a preferred Age group? : U11 U13 U15 U17 U23 Open

2 preferred positions (U13 & above) 1. _____ 2. _____

PARENTS: Please indicate if you could like to:

Umpire ☑ **Coach** ☑ **Asst Coach** ☑ **Team Manager** ☑ **General Committee** ☑

If yes, do you have a preferred Age group? : U11 U13 U15 U17 U23 Open

Club Fees will be paid for - Winter only ☑ Spring only ☑ or Annual ☑ (please tick)

PHOTOGRAPHIC / FILMING / INTERNET INDIVIDUAL CONSENT FORM

The Ferntree Gully Netball Club (FTGNC) may wish to record images of FTGNC members.

The FTGNC agrees not to use any image in a manner that may deemed adverse or defamatory to the person signing this form, and will not use the image for any commercial gain. The image will remain the property of the FTGNC and any personal details regarding this image will be kept confidential and will not be used for any purpose other than related to this image.

Members acknowledge that they may be photographed as described above and give consent for FTGNC to use images taken of me/my children in publications and promotional material, and broadcast, print and electronic media.

I/we have read and understood the Club philosophy, and information provided in the Club information booklet, I am aware of the Netball Victoria Competition regulations (July 2012) and give my consent as detailed in the Paragraph above.

I/we agree to abide by FTG Codes of Conduct (Player/Parent/Spectator)

Signed:

Player: _____ Date _____

Parent (if under 18 yrs of age) _____ Date _____

Please return signed form to:

Registration Secretary, c/o xxxxx

Email scanned form to : ferntregullynetball@yahoo.com.au

Player / Parent Agreement Form

can be used when particular individuals are sent a notice from the club requiring them to re affirm their agreement with the club

FTG NETBALL CLUB INC PLAYER / PARENT AGREEMENT FORM

Please read carefully

I agree to:

Participate for fun and enjoyment

Respect and support my coach and team officials

Treat all participants with respect and dignity regardless of their ability, gender, sexuality or cultural background

Accept umpiring decisions without questioning

Demonstrate self discipline – control my emotions and temper

Never use aggressive behaviour or abusive language

Accept responsibility for my actions

Not engage in activities that will affect my performance – tobacco, alcohol or drugs

Attend every session/match, unless I have personally contacted my coach.

Pay my fees and any other monies by the due date

Wear correct uniform at all times

Deal with any dispute using the appropriate process, put any grievance in writing to the Committee of the FTG Netball Club

Represent the FTG Netball Club with pride and good sportsmanship.

Name..... **Sign**.....

Parent Name.....**Parent Signature (if under 18)**.....

Team.....

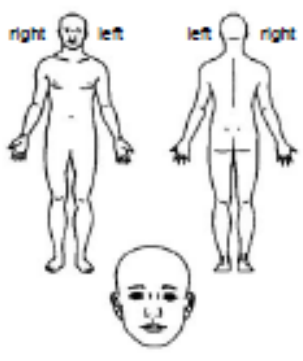
Date.....

Injury Reporting Form

To be used at Training and other FTG events

To be held by Secretary for records

Injury report form

Injury details: This report reflects an accurate record of the injured person's reported symptoms of injury		
Name of person injured:		DOB: (Day/Month/Year) / /
Date when injury occurred: / /		Date when injury is evident: / /
Person injured: <input type="checkbox"/> Athlete <input type="checkbox"/> Coach <input type="checkbox"/> Other:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Supervising coach: _____ (Signature)		Witness: _____ (Signature)
First aid provided by: _____ (Signature)	Time of first aid: : :	Initial treatment: <input type="checkbox"/> No treatment required
Nature of injury: <input type="checkbox"/> New Injury <input type="checkbox"/> Recurrent Injury		<input type="checkbox"/> CPR <input type="checkbox"/> RICER
		<input type="checkbox"/> Crutches <input type="checkbox"/> Sling/splint
Did the injury occur during... <input type="checkbox"/> Training <input type="checkbox"/> Event <input type="checkbox"/> Other:		<input type="checkbox"/> Dressing <input type="checkbox"/> Strapping
		<input type="checkbox"/> Massage <input type="checkbox"/> Stretching
Symptoms of injury: <input type="checkbox"/> Blisters <input type="checkbox"/> Inflammation/swelling <input type="checkbox"/> Spinal injury <input type="checkbox"/> Bleeding nose <input type="checkbox"/> Cramp <input type="checkbox"/> Cardiac problem <input type="checkbox"/> Bruising/contusion <input type="checkbox"/> Suspected bone fracture/break <input type="checkbox"/> Electrical shock <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Burn <input type="checkbox"/> Graze/abrasion <input type="checkbox"/> Concussion/head injury <input type="checkbox"/> Insect bite/sting <input type="checkbox"/> Sprain <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Poisoning <input type="checkbox"/> Strain <input type="checkbox"/> Respiratory problem <input type="checkbox"/> Other:		
Body part injured: 	How did the injury occur? <input type="checkbox"/> Collision with a fixed object <input type="checkbox"/> Overbalance <input type="checkbox"/> Collision/contact with another person <input type="checkbox"/> Overstretch <input type="checkbox"/> Fall from height/awkward landing <input type="checkbox"/> Slip/trip <input type="checkbox"/> Fall/stumble on same level <input type="checkbox"/> Other:	
	Extra detail regarding how the injury occurred:	
	Was protective equipment worn on the injured body part? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Follow up action: <input type="checkbox"/> None <input type="checkbox"/> Medical practitioner/physiotherapist <input type="checkbox"/> Hospital	
	<input type="checkbox"/> Ambulance <input type="checkbox"/> Other:	
Signature of person completing form: _____		Date: / /

Note: Coaches without medical training should refer all medical decisions to appropriately qualified persons. Do not attempt to 'diagnose' an injury. Users of this form are advised that medical information should be treated confidentially. In some states, additional legislation affects the management of health records. See www.ausstill.edu.au for further information.

15 Information, Documents , Policies and Guidelines

There are a number of policies, documents and information sources which the Ferntree Gully Netball Club must understand and abide by.

15.1 Corporate Affairs

myCAV is the online system that lets incorporated associations manage their obligations, such as updating contact details and lodging annual statements, all in one place

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations>

Club Secretary must maintain a myCAV account

15.2 Australian Business Register

This is the official body that keeps register of our ABN Number.

ABN Number 32 011 587 498

Current entry:

Name Ferntree Gully Netball Club

Postal & Official Address TBA (Club Secretary)

Main business Activity: Sports & Physical Recreation Clubs

Email address : ferntreegullynetball@yahoo.com.au

Accessed using AUSkey or myGov account

15.3 Netball Victoria

<https://vic.netball.com.au/>

15.3.1 Competition Complaint Handing Regulations

<https://vic.netball.com.au/dispute-resolution>

15.3.2 Working with Children Check

<https://www.workingwithchildren.vic.gov.au/>

15.3.3 Member Protection Policy

<https://vic.netball.com.au/member-protection-policy>

15.3.3.1 Child Safety In Netball Policy

<https://vic.netball.com.au/child-safeguarding-resource-hub>

15.3.4 Cybersafety Policy

<https://vic.netball.com.au/sites/vic/files/2020-01/Cyber-Safety-Policy.pdf>

15.4 Netball Australia

<https://netball.com.au/our-game/basic-rules-of-netball/>

15.5 Mountain District Netball Association

<http://mountaindna.vic.netball.com.au/>

15.5.1 Admin Pack – Published annually

15.5.1.1 Saturday Competition Bylaws

15.5.1.2 Saturday Competition Information Booklet

15.5.1.3 Yearly Calendar

15.5.1.4 Saturday Competition Processes

15.5.1.5 MDNA Structure and roles and responsibilities

Last Page and end of Ferntree Gully Netball Club By Laws