



Oakhill Drive Netball Club Incorporated Constitution

1. Club Name

- 1.1 The name of the Club is Oakhill Drive Netball Club (Club).

2. Club Colours

- 2.1 The Club colours shall be Navy Blue, Red and White.

3. Aims and Objectives

- 3.1 The Club exists primarily to provide our members with an opportunity to play for fun, fitness, and individual fulfillment in a structured competitive environment.
- 3.2 We aim to create a netball community where all groups feel a sense of belonging and inclusion.
- 3.3 Members are expected to conduct themselves in a fitting and respectful manner while at the game on the court and within its precincts, and while at training.
- 3.4 The Club recognises the important work our volunteers do to allow the Club to function during the season and in the off-season preparation, and we thank them for their ongoing service and efforts.
- 3.5 The Club operates within and affiliates itself with Baulkham Hills Shire Netball Association (BHSNA) and is bounded by the Constitution and By-Laws of the BHSNA Association.

4. Terms

- 4.1 A Playing Member is as an individual that has paid fees in full and is registered to play in BHSNA competitions representing the Club.
- 4.2 A Non-Playing Member is a representative of the Club who is not registered to play in BHSNA competitions.

5. Membership

- 5.1 Membership is open to any individual interested in the stated aims and objectives of the Club.
- 5.2 Individuals wishing to become either a Playing member or Non-Playing member of the Club shall apply for membership in the format approved by the Club Committee.
- 5.3 All members shall comply with the rules of membership as per the BHSNA Constitution and Policies and the Club's By-Laws and Policies.
- 5.4 The Club committee may review membership applications based on player history. The Club committee is not required to supply reasons for accepting or rejecting an application for membership.
- 5.6 Membership to the Club will cease for the any of the following reasons:
 - 5.6.1 On resignation
 - 5.6.2 Expulsion
 - 5.6.3 Failure to pay outstanding membership/competition fees by a specified time.
 - 5.6.4 Death
- 5.7 The Club will keep an ongoing register of members, which include the member's personal details. All members shall give permission for the Club to distribute contact email and phone numbers at the time of Registration with the Club.
- 5.8 All members (Playing and Non-Playing) will hold Club voting rights for a period of twelve (12) months from Registration (January to December each year) and are considered financial members for voting purposes. In the circumstances of a Junior or Net Set Go player (player under the age of eighteen (18)), one parent/ guardian related to that player will hold that player's voting right.
- 5.9 Membership (Playing or Non-Playing) is non-transferable.



6. Membership Fees

- 6.1 Membership fees shall be determined and set for that playing year at the Club's first General Committee Meeting, after the Annual General Meeting (AGM) has been held and new positions for that year have been voted in.
- 6.2 A playing member must have paid all fees in full before being graded and/or playing in any competition game at BHSNA.
- 6.3 Should a player leave the Club, the decision to refund part or all of the fees will be made by the Club Committee in conjunction with BHSNA and Netball NSW requirements.

7. Club General Committee

- 7.1 The Club General Committee is responsible for making all decisions regarding the Club. All Club Committee Members (General and Executive) will conduct themselves in a manner befitting the position they hold as Club Leaders.
- 7.2 The Club General Committee shall consist of at least (but is not limited by):
 - 7.2.1 President
 - 7.2.2 Vice President
 - 7.2.3 Secretary
 - 7.2.4 Treasurer
 - 7.2.5 Registrar
 - 7.2.6 Umpire's Convenor
 - 7.2.7 Coaching Convenor
 - 7.2.8 Marketing and Communications Coordinator
 - 7.2.9 Net Set Go Coordinator
 - 7.2.10 Uniforms Coordinator / Equipment Coordinator
- 7.3 Additional positions and/ or Sub Committees may be elected if deemed necessary by the Club General Committee.
- 7.4 The Club General Committee shall be elected and hold their position from one (1) Annual General Meeting to the following Annual General Meeting.
- 7.5 A member appointed by the Club General Committee and ratified at the next meeting can fill any vacancy occurring on the Club General Committee.
- 7.6 A member of the General Committee may (if elected) hold more than one position on the General Committee (but not more than three (3) positions). They may not hold more than one (1) Executive Committee role at the same time.
- 7.7 There is no maximum term for General Committee positions, excluding Club Executive positions which hold a maximum five (5) year consecutive term.
- 7.8 No Club General or Executive Committee Member will gain financial or personal favour/ advantage by holding said position at the Club. Club General or Executive Committee Members who are found to not be representing the Club or its affiliates in a manner deemed acceptable as a Leader in the Club, will undergo a review held by the Disciplinary Committee at a Special Meeting.

8. Club Executive Committee

- 8.1 The Club Executive Committee shall consist of the President, Vice President, Registrar, Secretary, and Treasurer.
- 8.2 Members of the Club Executive Committee are eligible for re-election in the same position for a maximum of five (5) consecutive terms in the same role.
- 8.3 The Club Executive Committee has the power to act and shall make decisions on behalf of the membership on any issue that arises and must be resolved immediately if the issue falls between regular General Committee Meetings.
- 8.4 The Club Executive Committee must advise the Club General Committee of any decisions that have been made at the next Club Committee meeting.



- 8.5 Three (3) out of the five (5) Club Executive Committee will form a quorum and if a decision cannot be made the Club Executive Committee will pass the decision back to the Club General Committee to resolve.

9. Club General Committee Meetings

- 9.1 The Club General Committee shall meet as often as necessary to conduct the business of the Club.
- 9.2 The quorum for Club General Committee meetings shall be at least 3 Executive Committee plus at least 2 General Committee Members elected for that year.
- 9.3 The President or, in the President's absence, the Vice-President, is to preside as chairperson at each general meeting of the Club. If the President and the Vice-President are absent, or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.
- 9.4 Any decisions made by and voted on by the Club General Committee shall be by majority of those members present and eligible to vote.
- 9.5 Club General Committee members will attend a minimum of five (5) Club General Committee meetings during their tenure. Failure to attend the minimum number of meetings without just cause may mean the position held by the member may be declared vacant.
- 9.6 Dates for each Club General Committee meeting will be confirmed at the meeting directly prior (dependent on the BHSNA Council meeting dates).
- 9.7 The date, time and venue for the Annual General Meeting will be set at the first General Committee Meeting for the new year.
- 9.8 Life Members shall have perpetual voting rights at Club Annual General Meetings.
- 9.9 All members will be given twenty-one (21) days' notice as to the date of the Annual General Meeting. Notice will be given on at least one of the Club's Social Media platforms and website.
- 9.10 Approved Technology will be used to make meetings accessible for all Committee members. A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

10. All Member Open Club Meetings

- 10.1 The Club General Committee will hold up to three (3) All Member Open Club Meeting during the season, (including the Annual General Meeting). These meetings will provide an opportunity for the General Committee to update members as to the progress of the Club.
- 10.2 Approved Technology will be used to make meetings accessible for all members.
- 10.3 Teams are invited to provide at least one (1) member/ representative at any All Member Open Club Meeting.

11. Club Annual General Meeting (AGM)

- 11.1 An Annual General Meeting of the Club shall be held each year at the conclusion of the winter season on a date set by the Club General Committee, within 6 months of the Club's end of financial year.
- 11.2 In the case of the Annual General Meeting the following business shall be transacted:
- 11.2.1 Confirmation of the minutes of the last Annual General Meeting and any recent special General Meetings;
 - 11.2.2 Receipt of the Club General Committee's Report on the activities of the Club in the last financial year;
 - 11.2.3 Election of Club General and Executive Committee positions and any other Sub-Committees;
 - 11.2.4 Receipt and consideration of an audited statement from the Executive Committee which is not misleading and gives true and fair view for the last financial year of the Club's:
 - (a) income and expenditure;
 - (b) assets and liabilities.
 - 11.2.5 Any other business deemed necessary.



- 11.3 The quorum for the Annual General Meeting shall be half the Club General Committee elected for that year plus one (1) person.
- 11.4 Nominations for election as Club Committee positions must be made in writing to the Secretary no later than 7 days prior to the Annual General Meeting. These nominations will be published for all Club Members 6 days prior to the Annual General Meeting taking place.
- 11.5 A person nominated as a candidate for election as an Executive Committee Member or as a General Committee Member of the Club must be a current financial member of the Club.
- 11.6 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- 11.7 If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 11.8 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 11.9 If the number of nominations received exceeds the number of vacancies to be filled, a vote is to be held.
- 11.10 Voting at Club General Committee Meetings and Club Annual General Meetings shall be by a show of hands unless a secret ballot is required. Decisions shall be made by a simple majority vote.
- 11.11 For Annual General Meetings, voting by proxy is not permitted.
- 11.12 Each Member will only have 1 vote.
- 11.13 All members (Playing and Non-Playing) will hold Club voting rights for a period of twelve (12) months from Registration in line with the Club's Financial Year (1st January to 31st December) and are considered financial members for voting purposes. In the circumstances of a Junior or Net Set Go player (player under the age of eighteen (18)), one parent/ guardian related to that player will hold that player's voting right.
- 11.14 Where required, Annual General Meetings will be held with an approved online format to allow for all Club Members to attend.

12. Club Assets

- 12.1 All equipment used by the Club (Kit bags, balls, bibs and patches etc.), including Perpetual trophies are considered Club assets and should be, where possible, returned to the Club Equipment Coordinator at the end of each playing season, unless otherwise agreed.
- 12.2 The Club Committee shall ensure the Gazebo is maintained in a good state and arrange any maintenance work to be carried out as required.

13. Club Uniform

- 13.1 Club members are required to wear the Club uniform as registered with BHSNA when playing in any games for the Club held by (or affiliated with) BHSNA. The Club uniform will consist of the approved Club colours.
- 13.2 Umpires are required to wear Club uniform or White while umpiring.
- 13.3 The uniform should be kept in good condition and be replaced if this is not the case.
- 13.4 Club Members are reminded that they are representing the ideals and core values of the Club when they are wearing the uniform.

14. Equipment

- 14.1 A kit bag containing balls (where possible two (2) training and one (1) game ball), one (1) set of positional bibs, one (1) set of training patches and one (1) first aid kit will be provided for each team.
- 14.2 The Team Manager should notify the Equipment Coordinator to replace used equipment. This will be to a budget agreed prior to spend.
- 14.3 This equipment should be kept in good condition and returned clean to the Equipment Coordinator at the end of the Netball season, unless otherwise agreed.



15. Umpiring Requirements

- 15.1 Umpires shall be encouraged to progress through the Umpire Development Pathway as set down by BHSNA and the Club. The Club, where possible, shall provide experienced Senior Umpires (Mentors) for all new and developing umpires as needed.
- 15.2 All playing members over the age of thirteen (13) are automatically considered eligible to umpire and shall be encouraged to follow the Umpiring Development Pathway. Players under the age of thirteen (13) are eligible to apply via the Club Umpire Convenor for consideration.
- 15.3 Senior teams may be required to supply at least one (1) qualified umpire for the Club Umpiring Pool (or make another suitable Club contribution, for example, coaching or managing a team) for the duration of the season.

16. BHSNA Council Meetings

- 16.1 Any two (2) Club General Committee Members are eligible to attend the BHSNA Council Meetings. BHSNA will be notified in advance in writing of which two (2) delegates will be representing the Club.

17. Fines

- 17.1 Should a fine be imposed on the Club by BHSNA then these fines will be passed onto the player, team and/or sideline responsible for incurring the fine.

18. Life Membership

- 18.1 Life Membership is a rare and important honour within the Club. A nomination for Life Membership can be submitted by any Club Member in writing to the Secretary prior to the conclusion of the Winter competition. Nominations must meet the Life Membership Criteria. This nomination must be seconded by a current Club General Committee Member.
- 18.2 The Club General Committee will accept all nominations for Life Membership and selection of new Life Members can be made from these nominations at any Club General Committee meeting.

19. Child Safety and Member Protection

- 19.1 The NSW Government requires that all adults associated with children under the age of eighteen (18) complete a Working with Children Check.
- 19.2 The Club is required to keep a record of all verified Working with Children Checks.
- 19.3 The Club has developed and will regularly review Policies relating to Child Safety and Member Protection. These Policies are located for all Members on the Club website.

20. Grading

- 20.1 Grading is carried out on nominated days prior to season commencement to provide BHSNA an indication of the number of teams and prospective grades for the Winter Competition.
- 20.2 The aim of grading players is to set teams, which have a balanced group of players, both in ability levels and playing positions. Grading is influenced by the number and ages of players registered with the Club.
- 20.3 Grading will take place as per the Club Grading/ Team Selection Policy which may be updated from time to time as necessary.
- 20.4 The BHSNA Grading Committee determines the final grading of a team in the BHSNA Winter competition.

21. Discipline

- 21.1 There is a tiered system dealing with issues of discipline and/or unacceptable behaviour, and all such issues are dealt with in conjunction with our Club Member Protection Policy.
 - 21.1.1 **Level One - Team Level:** It is expected that the Coach will address any issues of discipline and or unacceptable behaviour by any members of the team or team



representative, including parents. The coach has the support of the Club General Committee with the first point of contact for any issues being the Coaching Convenor. If unresolved the matter can be referred to Level Two.

21.1.2 **Level Two - Club Level:** All written complaints will go directly to the President, who acts as the Complaint Handler for the Club. The President will assess the concerns/complaint. The first step will be to discuss the concerns/complaint with those involved and advise of action. If unresolved, the President may then decide to take the concerns/complaint to the Judiciary Panel for review. The Judiciary Panel after reviewing the facts can either decide based on these facts or request the relevant persons attend a Judiciary Hearing.

21.1.3 **Level Three - Association Level:** If a player is warned or sent off in a game by an umpire, or a report, whether written or verbal, is received from BHSNA due to umpiring, playing, official or spectator issues then the matter is dealt with directly by the Judiciary Panel. The Judiciary Panel after reviewing the facts can decide based on these facts or request the relevant persons to attend the Judiciary Hearing.

21.2 **Judiciary Panel:** The Judiciary Panel shall consist of 3 people appointed by the Club Executive Committee at the commencement of the winter season, one of which is a non-Executive member.

21.3 **Process for Judiciary Hearing:**

21.3.1 Once a decision has been made to request relevant persons to attend a Judiciary Hearing, an email will be sent to those involved.

21.3.2 Should those involved be under the age of eighteen (18) years at the time of the hearing then the email will be addressed to the parent/guardian.

21.3.3 All persons called before the Judiciary Panel will be entitled to have a support person of their choice present. In the cases of those under eighteen (18) years of age, at the time of the hearing, this is essential. A parent/ guardian can represent the child in this case either in person or electronically.

21.3.4 Should the persons involved decline to attend the Judiciary Hearing then the Judiciary Panel will come to a decision based on the facts available and advise their decision in writing to those concerned.

21.3.5 The President will be notified of the decision as soon as possible after the Judiciary Panel has been convened. A copy of all communications will also be forwarded to the Club Secretary and tabled at the next Club Executive meeting.

21.3.6 The decision of the Judiciary Panel is final.

22. Member Liability

22.1 The liability of a member (playing or non-playing) to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club as required by clause 6.

23. Funds - Source

23.1 The funds of the Club will come from membership fees, donations and/ or sponsorship, and fundraising, as well as any other sources that the Committee determines.

23.2 All money received by the Club must be deposited as soon as practicable in full.

23.3 The Club will, as soon as practicable after receiving any money, issue an appropriate receipt.

24. Funds - Management

24.1 All Club funds are to be used in a manner that the committee determines are for the benefit of the Club and its Members.

24.3 All electronic transfers or other instruments of payment must be signed by 2 authorised signatories.



25. Club is Non-Profit

25.1 The Club will apply its funds and assets solely in pursuance of the objectives of the Club and will not conduct its affairs so as to provide a financial gain for any of its members.

26. Distribution of Property on Winding Up of Club

26.1 Subject to the Act and the Regulations, in a winding up of the Club, any surplus property/funds of the Club is to be transferred to another organisation with similar objectives and which is not carried on for the profit or gain of its individual members.

27. Inspection of Books, Custody of Books and Club Transparency

27.1 Custody of books will be held in an online capacity whereby all General Committee Members have access at all times.

27.2 The following documents are open to inspection, free of charge, by any member of the Club at any reasonable hour:

27.2.1 Records, books and other financial documents of the Club;

27.2.2 The Constitution;

27.2.3 Minutes of all committee meetings and general meetings of the Club;

27.3 Member access to documents/ information excludes the inspection of Club records that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.

28. Club Financial Year

28.1 The financial year of the Club commences on 1st January and ends on 31st December.

29. Alteration to By-Laws

29.1 These By-Laws may be altered by resolution passed through voting at any General Meeting of the Club. These revised By-Laws will then not take effect until after the next Annual General Meeting, with the exception of any required Department of Fair Trading updates or changes.

29.2 This document will be reviewed annually for relevance and updates.
