



WEST GIPPSLAND
FOOTBALL NETBALL



West Gippsland Football Netball Competition (WGFNC)

BY-LAWS

UPATED MARCH 20th 2018

DEFINITIONS

“Association” is the West Gippsland Football Netball Competition.

“Club” includes all affiliated clubs.

“Club Delegate” is a representative of the Club or Team who liaises with the Committee of Management.

“Committee of Management” is comprised of members of the WGFNC who are appointed to this committee as per the constitution.

“Administrator” employee appointed by AFL Gippsland & Netball Victoria East, to oversee the day to day operations of the WGFNC

“Ineligible player” is a player who is not entitled to participate in a game, which may include a player who has not qualified or a player not eligible to play in that age section.

“Team” is a team which is not affiliated with a governing Club at either the Night Competition or the Saturday Competition.

“Constitution” means the constitution of the WGFNC. It may otherwise be referred to as the Rules of Incorporation.

“Bylaws” are additional rules which apply to members which generally deal with internal and administrative matters. The Bylaws are made under the Constitution. Accordingly, the Bylaws are subordinate to the Constitution and must not be inconsistent with the Constitution. An Association should have a clause in the Constitution that provides the power to the Board or Committee to make Bylaws.

BY-LAWS

These Bylaws are the rules governing the internal affairs of the WGFNC. They are the operating procedures that determine the conduct and direction of the organisation.

1. CLUB DELEGATE MEETINGS

- 1.1 Club Delegate meetings will be held as per the calendar.
- 1.2 All Clubs must be represented by at least one netball delegate at all Club Delegate meetings.
- Penalty: Fine to be determined by the Committee of Management.*

2. CORRESPONDENCE

- 2.1 All correspondence must be in writing from the Club Secretary or authorised person to the WGFNC administrator.
- 2.2 All correspondence from the Association will be addressed to the Club Secretary or authorised person. In the case of Clubs who don't operate as Football Netball Clubs and have individual secretaries, up to date contact details of both secretaries are to be provided to the WGFNC administrator.

3. FINANCES

- 3.1 Fees
- (a) AFL Gippsland and Netball Victoria shall set fees annually.
- (b) The fees shall be calculated to cover the costs of
- (i) Team entry;
 - (ii) Netball Victoria membership fee;
 - (iii) Venue hire;
 - (iv) Equipment;
 - (v) Umpiring costs for finals
 - (vi) Trophies, Badges and Awards; and
 - (vii) Administration costs.
 - (viii) Finals
 - (ix) Representative teams
- (c) All monies due must be paid by the nominated due date.
Penalty: Non-financial Clubs or Teams will not be permitted to take the court.
- (d) All players shall be fully paid members of their own Club or Team.
- (e) Any individual with outstanding debt to the Association shall not be permitted to take the court for a Club or Team under the any competition or team governed by the Association until the outstanding debt is paid.

3.2 Reimbursements / Payments

- (a) WGFNC approved personnel shall be entitled to claim expenses incurred whilst acting in an official capacity from the Association. Receipts must be supplied.
- (b) Clubs are responsible for payment of their own umpires.

4. INFORMATION TO CLUBS

4.1 The Association shall provide the following information in writing to all Clubs prior to the start of the season

- (a) Administration contact details
- (b) Bylaws
- (c) Calendar of events
- (d) Fixtures prior to each season commencing
- (e) Details of courses, seminars etc

5. REGISTRATION

5.1 Club / Team

- (a) To compete in WGFNC, clubs must ensure all registrations are completed in a timely manner and in line with Netball Victoria requirements.
- (b) All clubs must field an A Grade first, then B, C, and 17 & Under. This can be amended with exceptional circumstances and the Executive Committee will make the final decision. All Clubs will receive an information kit, which shall include:
 - (i) Due date and amount of all fees and levies that are to be paid for the season, including Fees to WGFNC, Netball Victoria and any other fees that may be deemed necessary for that season
 - (ii) Copy of the WGFNC Constitution and Bylaws
 - (iii) Information regarding any meetings or other requirements of the WGFNC
 - (iv) Calendars
 - (v) Codes of Conduct
 - (vi) Netball Victoria Cyber Safety Policy
 - (vii) Netball Victoria Competition Regulation
 - (viii) Netball Australia Member Protection Policy

6. NETBALL VICTORIA MEMBERSHIP

6.1 Netball Victoria membership fee is set annually by the Victorian Netball Association Inc.

6.2 All players, coaches and umpires participating in the WGFNC or programs must be a current Netball Victoria member.

- 6.3 No player will be permitted to take the court without Netball Victoria membership.
- 6.4 Single Game Vouchers may be used.
- a) A player must purchase a Single Game Voucher from the competition office prior to taking the court for the Club or Team.
 - b) A Single Game Voucher may be used by the player for one game only.
 - c) A maximum number of three (3) Single Game Vouchers may be purchased by the player before the player must become a Netball Victoria member for the year.

7. AGE REQUIREMENTS

- 7.1 Participant age is determined as at 31st December of that year.
- 7.2 Clubs and Teams are trusted to obtain and provide correct dates of birth.
- 7.3 Minimum age requirements are:
- (a) 11&U – Turning 9 years
 - (b) 13&U – Turning 11 years
 - (c) 15&U – Turning 12 years
 - (d) 17&U – Turning 14 years
 - (e) Open Sections - 14 years
- Penalty:** Loss of four (4) premiership points to offending team.*
- 7.4 Boys are eligible to play in 11 & Under and 13 & Under age group. No limit applies to the number of boys who can participate in any team in this age group.

8. INCLUSIVE ENVIRONMENTS

- 8.1 The WGFNC actively support the participation of all groups and populations including; girls, boys, women, aged, indigenous, disabled and culturally & linguistically diverse.
- 8.2 The WGFNC will conduct cultural awareness training & inclusive workshops to ensure your club is providing a welcoming environment and creating awareness around cultural views and barriers.
- 8.3 The WGFNC may elect to offer mixed competitions with a minimum age of 14 years and have some rules or restrictions in regards to the number and sex of participants permitted on court or per team playing at any one time. This can vary across competitions (with a minimum age of 14 years) at the discretion of the WGFNC.
- 8.4 The WGFNC will allow for modifications where necessary.
- 8.5 The WGFNC will think ability not disability.

9. DRESS CODE

- 9.1 Players
- (a) Each Club and Team must register its uniform.
 - (b) Clubs and Teams must notify AFL Gippsland & Netball Victoria in writing of any proposed changes to their uniform.

- (c) All Club and Team uniform colours and designs must be approved by AFL Gippsland & Netball Victoria.
- (d) All players must wear their Club or Team nominated uniform including positional bibs and any sports brief or shorts.
 - (i) Sports briefs must not be longer than the skirt or dress.
 - (ii) T-shirts must be tucked in if the Club or Team skirt cannot clearly be seen.
 - (iii) Shorts cannot have pockets.

Players may receive a warning before a penalty is applied for incorrect uniform.

Penalty: A fine will be imposed.

- (e) Gloves, leggings, tracksuit pants are not permitted, except on the grounds of medical condition upon receipt of a doctor's certificate signed by a qualified medical practitioner. Players or officials with cultural or religious beliefs are exempt and may wear clothing appropriate to their culture or beliefs but must be within safety regulations.

9.2 Umpires

- (a) Shall wear clothes that are white in colour. Suitable footwear shall be worn.

9.3 Representative Squad

- (a) The Association representative squad uniform is
 - (i) Official WGFNC Netball Dress
 - (ii) AFL Gippsland & Netball Victoria may add to these items as they see fit.
- (b) All representative squad uniform items must be sourced through the WGFNC Administrator to maintain consistency.
- (c) Players will not be permitted to take to the court unless they are in full uniform.

10. CLEARANCES

- 10.1 A clearance is required if a player wishes to transfer to another Club OR Team during the current season.
- 10.2 No player will be granted more than one (1) clearance per season.
- 10.3 A clearance will not be granted after the half way mark of the season, Round 9.
- 10.4 Players who owe outstanding playing fees or are in possession of Club or Team property (uniform, equipment) will not be granted a clearance.
- 10.5 A player must have received notification in writing from the WGFNC Administrator before playing for a new Club or Team.

Penalty: Fine as determined.

- 10.6** A player must complete all details on the top section of the clearance form and send to the WGFNC Administrator.
- 10.7** The WGFNC Administrator will forward the clearance request to the existing Club or Team for approval.
- 10.8** The existing Club or Team has seven (7) days to complete the clearance or the WGFNC Administrator will automatically clear the player to the new Club or Team.
- 10.9** If the Club or Team refuses to clear the player (refer to 10.2, 10.3 and 10.4), the WGFNC Administrator will write to a player advising the reason why and forward a copy to both Clubs or Teams.
- 10.10** Any dispute arising from clearance restrictions will be dealt with according to the grievance procedure outlined in the WGFNC Constitution.
- 10.11** If the clearance is approved, the player will then receive a letter advising that the clearance has been approved and copy is forwarded to both Clubs/Teams.

11. CONDUCT OF GAMES

- 11.1** The WGFNC adheres by the rules as stated in Netball Australia's Official Rule Book, as well as Netball Victoria's competition regulations.
- 11.2** The length of quarters varies depending upon the age of players. The WGFNC determines the length of quarters prior to the season commencing.

11 & Under

Commence 8:20 am

4 x 8 minute quarters

2 minute break between 1st, 2nd & 3rd quarters.

13 & Under

Commence 9:00 am

4 x 10 minute quarters

2 minute break between 1st and 3rd quarter & 3 minutes at half time.

15 & Under

Commence at 10:00 am

4 x 10 minute quarters

2 minute break between 1st and 3rd quarter & 3 minutes at half time.

17 & Under

Commence at 11:00 am

4 x 12 minute quarters

2 minute break between 1st and 3rd quarter & 3 minutes at half time.

C Grade

Commence at 12 noon

4 x 12 minute quarters

2 minute break between 1st and 3rd quarter & 3 minutes at half time.

B Grade

Commence at 1:00 pm

4 x 15 minute quarters

3 minute break at 1st & 3rd quarter and 5 minute break at halftime

A Grade

Commence at 2.15 pm

4 x 15 minute quarters

3 minute break at 1st & 3rd quarter and 5 minute break at half time

- 11.3** Fixtures will be arranged for all competitions indicating venues and times. Copies will be forwarded to Clubs and Teams prior to the season commencing.
- 11.4** Only one match will be played at a time.
- 11.5** Each Club must provide a suitably qualified primary carer to be courtside at each match.

12. SCORING & TIMEKEEPING

- 12.1** The Home Team will provide the Official Scoresheet as obtained from MyNetball
- 12.2** Clubs must ensure all teams are finalised by the Friday morning prior to each round, allowing the home team to print them in preparation for the upcoming round of matches.
- 12.3** It is the home team's responsibility to ensure score sheets and brief rundown of matches are sent to Competition Co-ordinator within the required time as determined by the co-ordinator prior to the commencement of each season.
- 12.4** Home teams are to provide a scorer and the away team is required to provide a time keeper for each match.
- 12.5** The scorers and time keepers must sit together for the duration of the game in a designated area outside the sideline and level with the centre circle.
- 12.6** One (1) official scoresheet will be used for each game. This Scoresheet will list the complete names (both given and surname) of all players intending to take the court. This Scoresheet shall also indicate the positions played each quarter and the game score. A record of centre passes must also be kept and provided if requested by an umpire.
- 12.7** At the game conclusion, to indicate their satisfaction that the information on the official scoresheet is correct, the official scoresheet is to be signed by;
- a) The captains of both competing teams, and
 - b) The scorers
 - c) The officiating umpires only sign the score sheet to state they have officiated that game.

Penalty: One (1) premiership point will be deducted for teams with incorrect or incomplete score sheets.

- 12.8** If a scorer, Team or Club believes the score sheet is incorrect, they must not sign it and follow the grievance procedures to protest.
- 12.9** A team wishing to protest must:
- (a) Not sign the Official Scoresheet and notify the Committee of the intention to protest.
 - (b) Lodge the protest in writing with the WGFNC Administrator within 48 hours of the game being played.
- 12.10** The Administrator will advise the result of the protest and this decision shall be final.

13. PROGRESSIVE LADDERS

- 13.1** A weekly ladder will be displayed on the WGFNC website.
- 13.2** Premiership points are recorded during the season as follows:
- (a) 4 points for a win or bye
 - (b) 2 points for a draw
 - (c) 0 points for a loss, forfeit or abandonment

14. PLAYERS QUALIFICATION

- 14.1** Players shall only be permitted to play in a higher section or age group (refer to bylaw 7.1).
- 14.2** Once a player has played a maximum of six (6) games in a higher grade they must remain in that grade.
- 14.3** Juniors playing in 13, 15 and 17 & Under cannot over qualify for senior grades, however they are not to play more than 2 matches per round. Please see by law 14.7 regarding finals eligibility.
- 14.4** Should a team win a match with an ineligible player, four points will be awarded to the opposing team. An illegible player is defined by: 1. A player who is not a current Netball Victoria member (ie has not paid their VNA) 2. A player who has not been registered for a Netball Victoria 'Day Pass' 3. A player who has qualified in a higher grade and played in a lower grade (as per 14.2 4. A player who requires a transfer and has not received it

15. FINALS

- 15.1** Netball and football will follow the same format for finals which will be determined by Netball Victoria and AFL Gippsland.
- 15.2** The number of points gained during the season shall determine teams qualifying for finals. In the event of teams being equal on points, positions shall be determined by the percentage of goals scored for and against. In the event of teams being equal on percentage, positions shall be determined by the greater number of goals scored for.
- 15.3** Players must play one third of the home and away playable rounds in that season with their Club to be eligible to participate in finals. Players named on the score sheet & who have taken the court will be deemed to have played that game.

- 15.4** Any senior player once qualified in a grade (as per 14.2) is ineligible to play in a lower grade. A 15 & Under and 17 & Under player, once qualified in a senior grade is ineligible to play in a lower senior grade, however they are still eligible to play in their junior grade providing that have played one-third of the seasons games.
- 15.5** A player who has played in more than one senior grade during the home and away season may only become eligible to play in the lower grade final if they have played an equal number or more in the lower grade than the higher grades combined total.
- 15.6** Teams may request special consideration should they have injured or absent players during a final series. Please note requests may not be granted. All requests must be in writing.
- 15.7** Teams found playing an ineligible player during finals will be considered to have lost that game.
- 15.8** The rules listed in Conduct of Games also apply for finals. The starting time of finals games may alter slightly and will be determined by Netball Victoria and AFL Gippsland.
- 15.9** If a final does not reach half time, the ladder position will stand or where possible games may be re-scheduled.
- 15.10** Drawn games – this will only apply during finals
- A draw after full time:
 - Two (2) minute break – team changes & substitutions can be made during this time
 - Game commences for appropriate length as per information below
 - A one (1) minute break will take place at half time – team changes and substitutions can be made during this time. Teams change ends
 - If after this time the score is still a draw (scorers to observe), a visual sign is to be held up for umpires and benches to see, play continues as normal until one team has a two (2) goal lead. No whistles or sirens are to be used to indicate the end of the extra time, the clock should now be stopped.
 - Stoppages for injury, illness and/or blood will apply during the drawn game. This stoppage will be up to 30 seconds for the player to leave the court and to allow for the substitutions and team changes to be made.
 - Length of extra time will be determined as follows:
 - 2x7 minute halves if the main game was 4x15 minute quarters
 - 2x6 minute halves if the main game was 4x12 minute quarters
 - 2x5 minute halves if the main game was 4x10 minute quarters
- 15.11** Netball Victoria and AFL Gippsland will determine awards for premiers and runners-up.

16. FORFEITS

- 16.1** In the event a team forfeits prior to the game clock starting, games shall only be awarded to players of the non-offending team. No games shall be awarded to players of the offending team.
- 16.2** A forfeit fine determined by the Netball Victoria and AFL Gippsland will be imposed and must be paid before the next game of the offending team.
- 16.3** 3 forfeits in one season will see the offending team removed from the competition, fines will apply. All fines must be paid prior to re-entry into the competition.

17. CANCELLATIONS / ABANDONMENT

- 17.1** Games may be stopped in consultation with Umpires and officials from both clubs.
- 17.2** When games are cancelled on account of total strike (e.g. power, or situation created by a prolonged petrol strike), weather or some other cause, both teams will be credited with two (2) points and five (5) goals each and the competition will continue as per the fixture.
- 17.3** Four (4) points can only be awarded for fully completed games.
- 17.4** If play is abandoned before half time the teams take two (2) premierships points each, or the game is rescheduled by agreement of two (2) officials from both clubs.
- 17.5** If a game is stopped after half time the current score stands as the final score.
- 17.6** In the event a game is cancelled due to weather, games can only be awarded to a maximum of twelve players, for each team.
- 17.7** Should circumstances occur in which successive rounds need to be cancelled, Netball Victoria and AFL Gippsland will consider the position and determine a suitable course of action.

18. SELECTION OF REPRESENTATIVE TEAMS

- 18.1** The competition appointed Representative will organise representative squad trials.
- 18.2** Trials will be conducted under the following conditions:
- (a) All selected/invited players shall be informed in writing of the date, time and place trials are to be held.
 - (b) Notice of trials will be at least ten (10) days prior to the date of the trials.
- 18.3** Team Selection Panels
- (a) Committee of Management shall recommend the appointment of Representative team officials and selectors for each team which shall be made up of Team Coach and two other selectors. AFL Gippsland and Netball Victoria will finalise appointments based on recommendations or shall seek other candidates should the need arise.
 - (b) Selectors may be appointed to more than one panel.
- 18.4** All Players shall be notified of the team selections within seven (7) days of the final trial.
- 18.5** There will be a minimum of 2 trials. Players are required to attend a minimum of 2 trials.
- 18.6** The selector's decision shall be final.
- 18.7** Team Support Staff
- (i) Team Support Staff will be appointed by WGFNC. Team officials will include but not limited to, coach, team manager, umpires and suitably qualified primary carer.
 - (ii) Team Support Staff will be appointed prior to trials.
 - (iii) All coaches must have a minimum Foundation Coaching Accreditation.

- (iv) All umpires must have a minimum CBadge.
- (v) All team support staff must provide copies of current Working With Children Checks, update the register to show your association with the WGFNC, no one is exempt from providing this, failure to provide copies of relevant documents will result in not being appointed.

19. BEST AND FAIREST

- 19.1** Both umpires to confer and select 1st, 2nd and 3rd Best and Fairest Players on the court. Vote Cards MUST be signed by BOTH UMPIRES.

A penalty of \$20 per card will be incurred by both clubs in the event that the umpires fail to sign the card. Players voted for on the card are not to lose their points (votes).

20. TRIBUNAL

- 20.1** The WGFNC will have a Tribunal to deal independently with disputes and reports. The Tribunal will consist of three independent people source by the WGFNC in conjunction with AFL Gippsland & Netball Victoria.
- 20.2** All reports must be lodged with the Competitions Operations Coordinator within 48 hours of incident and in writing four (4) days after the match and shall be reviewed by the Tribunal before the next official game. A fee of \$50 (fifty dollars) must accompany this report/dispute.
- 20.3** Any appeal regarding the outcome of Tribunal Meeting will be handed to the Competition Operations Coordinator within 48 hours of the decision. This appeal against the decision of the Tribunal must be accompanied by a fee of \$500 (five hundred dollars) and contain new evidence. Such appeal to be heard by an outside body.
- 20.4** Any player suspended by the Tribunal shall not be eligible for League Best and Fairest Player Awards.

21. AWARDS

- 21.1** All Grand Finalists will receive a medal and club to receive a premiership cup.

22. PRESENTATION NIGHT

- 22.1** A Presentation event shall be held.
- 22.2** The date and format shall be determined annually by WGFNC.
- 22.3** The date, time, venue and format shall be provided to all members at least one (1) month prior to the event.
- 22.4** Presentation of all awards shall be made at the Presentation event.
- 22.5** Recognition of achievements to be determined by Netball Victoria East and AFL Gippsland shall be made at Presentation Event.

23. COURSES, SEMINARS & OTHER OPPORTUNITIES

- 23.1** The West Gippsland Football Netball Competition shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.
- 23.2** The West Gippsland Football Netball Competition shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.

24. ACCREDITATION

- 24.1** The West Gippsland Football Netball Competition shall ensure that all officials have current appropriate minimum qualifications. Coaching should be no less than Foundation and umpiring no less than completion of theory and level 1. We encourage all umpires and coaches to progress to the next level prior to the commencement of the next season.
- 24.2** Where minimum qualifications/accreditation standards are not met, the West Gippsland Football Netball Competition shall encourage and support the member/s to achieve the minimum standards. WGFNC will make every effort to appoint an umpire co-ordinator and coach co-ordinator to assist with these goals.
- 24.3** The West Gippsland Football Netball Competition will not appoint any person to an official position unless that person has achieved the minimum standard qualification/accreditation and where required all appropriate Government legislated checks.

25. RISK MANAGEMENT

25.1 Injury Reporting

- (a) Clubs are responsible for recording all injuries at the discretion of the injured player (or players' guardian for players under 18) on the Injury Reporting Sheets provided.
- (b) Team Managers or primary carers of representative team are responsible for recording all injuries at the discretion of the injured player (or players' guardian for players under 18) on the Injury Reporting Sheets provided.

25.2 Game Day Checklist

- (a) A Game Day Checklist must be completed prior to all matches commencing, games and training.
- (b) Any hazards identified will be
- (i) Documented
 - (ii) Rectified if possible
 - (iii) Reported to the appropriate agency (local council, reserve committee) if major repair is required

25.3 Pregnancy

As per Netball Australia Member Protection Policy.

25.4 First Aid

- (a) Clubs will provide their own First Aid Kit.

- (b) Primary Carer will maintain the first aid kit supplies. An inventory is to be completed on a weekly basis.
- (c) Home Clubs should endeavor to have a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.

23.5 Emergency procedures

Emergency phone numbers - Ambulance, Police and an Emergency Procedure Plan is to be displayed by the phone and in the First Aid Kit.

23.6 Weather

In the case of extreme weather conditions the Court Supervisor shall determine if matches will commence or continue.

23.7 All clubs are required to adopt policies such as but not limited to, SmokeFree, Responsible Serving of Alcohol, use of illicit and performance enhancing drugs, discrimination and sun and weather protection.

23.8 Codes of Behavior

The WGFNC will adopt Codes of Behavior as prescribed in the Netball Australia Member Protection Policy and Netball Victoria Codes of Conducts. All Clubs are bound by these codes and will display them where they can be seen clearly by all who frequent the club.

26. DISPUTE RESOLUTION

26.1 The WGFNC will impose the prescribed penalty or any other penalty to any member that fails to adhere to these Bylaws.

- (a) Any member of a Club or Team which does not agree with a penalty or action of the WGFNC made under this By-law, may advise the WGFNC within 48 hours of the penalty or decision being made. The WGFNC may then:
 - (i) Discuss the issue with the relevant Club or Team and make a decision regarding the matter. The WGFNC shall inform the party/ies involved of their decision either verbally or in writing; or
 - (ii) Have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.

The WGFNC decision is final.

26.2 All Clubs will also adopt the following policies, regulations and procedures:

- (a) Netball Victoria Cyber Safety Policy
- (b) Netball Victoria Competition Regulation
- (c) Netball Australia Member Protection Policy
- (d) Constitution

The WGFNC is responsible for determining the appropriate procedure for any dispute.

27. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

Where this By-law is silent, a decision can be made that ensures the integrity of the WGFNC is maintained at all times.

Netball Victoria may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in these bylaws relating to the WGFNC. This applies to rescheduling of game times for night fixtures and featured rounds.

28. INDEMNITY

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

