

SOUTHERN TASMANIAN NETBALL ASSOCIATION

'We're having a ball'



SOUTHERN TASMANIAN NETBALL ASSOCIATION

'We're having a ball'

STNA By-Laws





2022 Bylaws

Revised February 2022

Definitions

| | |
|-----------------|--|
| STNA | The Southern Tasmanian Netball Association |
| BOM | The Board of Management |
| NMC | The Netball Management Committee |
| HCC | The Hobart City Council |
| CoH | City of Hobart |
| TNA | Netball Tasmania |
| AGM | Annual General Meeting |
| AANA | All Australian Netball Association |
| STNA Roster | Premier League, Women's Grade and Junior |
| Division A Club | Three or more teams |
| COR | Conduct of Roster |
| NOM | Netball Operations Manager |
| VOM | Venue Operations Manager |

1.0 BOARD OF MANAGEMENT

- a) Determines, reviews and maintains the vision, purpose and values of the Association
- b) Sets the strategic direction to ensure the long-term viability of the Association
- c) Ensures the reputation of the Association
- d) Approves annual budgets
- e) Approves amendments to policies and implementation of new policies as deemed necessary
- f) Facilitates effective engagement with key stakeholders
- g) Advocates on behalf of all members regardless of Club

1.1 PRESIDENT

- a) Convene and preside at meetings of the STNA
 - b) Represent the STNA whenever possible or when required to do so
 - c) Have a second or casting vote if voting is tied
 - d) Ensure a current record of all duties and procedures is kept at the Association Office
 - e) Ensure a current copy of the Constitution, By-Laws and Policies are available on the Association website
 - f) Ensure, in conjunction with the Office that Opening Day, GrandFinal Day and any other such occasions are organized
 - g) Ensure a current copy of the Constitution and By-Laws is available online
 - h) Ensure an Annual Report is prepared for submission at the AGM. This is to include a President's Report which should be a record of the Association's progress and achievements.
-



- j) Convene, when required, an Executive Meeting to discuss urgent matters which require attention prior to a scheduled BOM meeting.
- k) Ensure in conjunction with the Venue Operations Manager that there is appropriate publicity and sponsorship
- l) Ensure that a Presentation Function for the Winter Roster is organised
- m) Ensure nominations are called for the Annual Awards:
 - Ruth McPhee Service to Netball Award
 - The Josie Patterson Junior Service to Netball Award
 - The Chris Wagg Memorial Award and;
 - and all other Association Awards
- n) Ensure a review Meeting is held annually (Coaching, Roster, Umpiring)

1.2 VICE PRESIDENT

- a) Be available to deputise for the President when necessary
- b) Assist the President as required
- c) Be a member/chairperson of any special subcommittee as required

1.3 SECRETARY

- a) Ensure Minutes of all BOM Meetings and Special Meetings are kept and distributed to relevant persons
- b) Prepare an Agenda for all meetings to include agenda items from any BOM members
- c) Obtain direction before disposing of any STNA records.

1.4 TREASURER (In conjunction with the Venue Operations Manager)

- a) Be accountable for ensuring correct accounting practices are followed for all transactions
- b) Ensure a statement of receipts and expenditure is presented at each BOM Meeting
- c) Ensure the inclusion in the Annual Report of an audited statement of accounts held by the STNA
- d) Ensure adequate records of all property, stock and assets held by STNA are kept
- e) Be a member/chairperson of any Finance Committee which may be convened.

1.5 NON-EXECUTIVE BOARD MEMBERS

- a) Represent STNA at official functions and or meetings as required
- b) Attend scheduled BOM meetings
- c) Undertake special projects/research on Association issues arising from BOM meeting discussions.

2.0 NETBALL MANAGEMENT COMMITTEE (NMC)

Per Rule 23.1 of the Constitution the NMC will manage the affairs of STNA Netball competitions. The NMC represents the interests of the Association.

- a) Shall consist of the Umpire Convenor, Roster Convenor and the Coach Convenor, three Club Delegates, one from each of the Convenor's Subcommittees and the STNA Netball Operations Manager as a non-voting member



- c) Three delegates from the subcommittees shall be elected to the NMC at the first meeting of the year of each sub-committee
- d) The NMC Chairperson shall be elected by secret ballot at the first NMC meeting of the year. Only the three convenors are eligible to become the Chairperson. The elected NMC Chairperson is the designated liaison with the STNA BOM. In the event of a tied vote the Chair will be decided by the BOM
- e) There are to be no more than three members, where possible, from any one Club on the NMC
- f) The NMC will develop policies pertaining to netball as required. Policy documents to be ratified by the BOM
- g) The NMC shall ensure the Codes of Behaviour for netball are adhered to and is responsible for administering the [STNA Grievance Procedures](#)

2.1 COACHING CONVENOR

- a) Shall be the Chairperson of the Coaching Subcommittee
- b) Be the holder of a Development Coaching Accreditation Award or higher, whenever possible
- c) Write a report for inclusion in the STNA Annual Report.
- d) Meet with their respective subcommittee members and the Netball Operations Manager on the designated date following the AGM and thereafter as deemed necessary by the Convenor
- e) Ensure accurate Minutes are kept of Subcommittee Meetings and provide Minutes for the Board of Management and the STNA Office
- f) Ensure each club has a delegate or proxy to attend subcommittee meetings and direct the STNA office to apply non-attendance fines as required
- g) Organise coaching and/or education sessions for STNA coaches if required.
- h) Organise the STNA STiNgAs Squads in conjunction with the STNA Office: selection dates
 - i. advising players with relevant information organising selectors
 - ii. advertising and interviewing for coaches
- i) Organise the STNA Representative teams in conjunction with the STNA Office
 - i. selection dates
 - ii. advising players with relevant information organising selectors
 - iii. advertising for coaches and managers
- j) Ensure a database of all coaches in the Association with information re coaching qualifications, WWVP check and other information that may be relevant is kept
- k) Ensure the Office allocates uniforms and equipment for Southern Tasmanian Netball Association representative teams.

2.2 COACHING SUBCOMMITTEE

- a) Shall consist of the Coach Convenor and one Delegate from each STNA Affiliated clubs
- b) Key focus is to encourage all club coaches to be accredited with a minimum Foundation accreditation.
- c) Promote approved development programs to the membership
- d) Review all coaching application/s and assist with the appointment of coaches for STNA representative and Development teams.
- e) Call for, and decide, nominations for the annual STNA Coaching Awards.



2.3 ROSTER CONVENOR

- a) Shall be the Chairperson of the Roster Subcommittee
- b) Write a report for inclusion in the STNA Annual Report
- c) Meet with their respective subcommittee members on the designated date following the AGM and thereafter on dates set during the year as required
- d) Ensure accurate Minutes are kept of Subcommittee Meetings and provide Minutes for the Board of Management and the STNA Office
- e) Ensure each club has a delegate or proxy to attend subcommittee meetings and direct the STNA office to apply non-attendance fines as required
- f) Inform the Roster Subcommittee meeting of any breach of the conduct of roster and penalties applied
- g) Organise a grading meeting at the start of each roster to determine the procedure for grading and regrading meeting if required
- h) Ensure the Club Championship is administered by the Office
- i) Ensure the appointment of a Wet Weather Subcommittee for each roster as per COR.

2.4 ROSTER SUBCOMMITTEE

- a) Shall consist of the Roster Convenor and one Delegate from each STNA Affiliated club
- b) Assist, if required, with the organisation of all STNA Rosters
- c) Approve Club uniforms and colours for the main playing roster. These to be lodged annually on the Affiliation Form and by the date required.
- d) Make recommendation to the Board of Management of the fines/penalties for Clubs not carrying out specified duties.
- e) Compile a roster for Clubs to do any duties as required
- f) Rule on requests for exemptions to the Conduct of Roster.

2.5 UMPIRE CONVENOR

- a) Shall be the Chairperson of the Umpire Subcommittee
- b) Will be the holder of an Umpiring Badge
- c) Write a report for inclusion in the STNA Annual Report.
- d) Meet with the subcommittee members after the AGM and set dates for future meetings.
- e) Ensure accurate Minutes are kept of Subcommittee Meetings and provide Minutes for the Board of Management and the STNA Office
- f) Ensure each club has a delegate or proxy to attend subcommittee meetings and direct the STNA office to apply non-attendance fines as required
- g) Will, in cooperation with the STNA Netball Operations Manager, organise the delivery of umpire
- h) accreditation and education courses.
- i) Will coordinate a list of suitable panel members (and trainees) to be available for umpire
- j) badging throughout the year.
- k) Direct queries concerning rules and interpretation of rules, if necessary, to Netball Australia
- l) Is accountable for the operation of the Umpire Subcommittee, Umpire Allocations Subcommittee and Umpire Development Subcommittee.

2.6 UMPIRE SUBCOMMITTEE

- a) Shall consist of the Umpire Convenor and one Delegate from each STNA Affiliated club, the Junior Umpire Development Coordinator and the Badging Progression



Coordinator

- b) Club delegates are required to provide advice of its members available for allocation to STNA Roster in a timely manner to the Allocations Subcommittee
- c) Club delegates are required to provide nominations of suitable umpires to the Umpire
- d) Convenor and Netball Manager for possible inclusion in junior and senior development programs
- e) Shall appoint a STNA member to the position of Junior Umpire Development Coordinator
- f) Shall appoint a STNA member to the position of Badging Progression Coordinator
- g) Encourage club members to gain umpiring accreditation
- h) Ensure STNA umpiring Awards are organised for the end of the Winter Roster

2.7 UMPIRE ALLOCATIONS SUBCOMMITTEE

- a) Shall consist of the Umpire Convenor who will be the Chairperson, a club delegate on a rotational basis (voluntary), one member from the Development Subcommittee and the STNA Netball Operations Manager
- b) The Allocations Committee is responsible for timely allocation of umpires to STNA Winter roster matches

2.8 UMPIRE DEVELOPMENT SUBCOMMITTEE

- a) Shall consist of the Junior Umpire Development Coordinator, the Badging Progression Coordinator and senior umpire mentors as needed
- b) Shall ensure a member of this committee is available to attend umpire allocations as needed
- c) Is responsible for managing formal and informal umpire development across STNA
- d) Report to the Umpire Subcommittee on development progress.

2.9 MEMBERSHIP OF ROSTER, UMPIRING and COACHING SUBCOMMITTEES

- a) Shall not be a member of more than two subcommittees.

3.0 CLUB OFFICIALS

- a) Each Club shall lodge an official STNA Affiliation form with the Venue Operations Manager by the nominated date each year
- b) Clubs are required to provide information to the STNA Office in respect of office bearers and committee delegates following each Club's AGM.

4.0 UNIFORM COLOURS

- a) Each club/team shall register for approval, its uniform and colours for the main playing roster. This information is to be lodged with the Roster Subcommittee by the specified date as outlined in the Conduct of Roster
 - b) Clubs may not use the State or Association colours (State: myrtle green, rose and primrose Association: royal blue and gold)
 - c) Clubs may not make changes to uniforms during a playing roster without approval from the Roster Subcommittee.
 - d) Players must wear approved club playing uniform and bib/patch.
 - e) Any exception to (d) must be applied for through the Roster Subcommittee.
-



5.0 COURT HIRE FOR TRAINING

- a) Clubs may apply, on the court allocation request form to the Venue Operations Manager for use of training courts for the following year (Guidelines for Allocation of courts to be made available to all clubs).
- b) Application form to be lodged with Venue Operations Manager by the date advised
- c) Clubs will be notified of allocation by the date advised in the Guidelines for Allocation of courts.

6.0 GOVERNANCE INFORMATION

- a) The Annual General Meeting of the Association will be held on a Monday in February, at 7.00pm, on a date decided by the Board of Management. This will be advertised in accordance with the Rules of the Association.
- b) Nominations for positions on the Board of Management and the NMC may be lodged up to ten days prior to the AGM on the official nomination form.
- c) STNA Subcommittees will determine issues before them by a majority vote of its delegate members. The Chairperson will not have a vote.
- d) The Association will conduct an Annual Review meeting after the conclusion of the Winter Roster.
- e) A Presidents' Meeting will be convened twice annually.

7.0 ADDITIONAL DOCUMENTS ENDORSED AS STNA BYLAWS

Published on the STNA website:

- a) The STNA Conduct of Roster (COR) is the official rules document for STNA Rosters.
- b) The STNA Grievance Protocol and Appeal Procedures is the official rules document for handling code of conduct breaches.
- c) The AANA Codes of conduct for Players, Officials, Spectators and Umpires are the official codes of conduct for STNA members.
- d) The STNA Photography and Video Policy is the official document governing the rights and use of images.
- e) STNA Social Media Policy.
- f) STNA Smoking and Alcohol Policy.
- g) STNA Piercings Policy.
- h) Court Allocation Guidelines.

8.0 STNA VENUE OPERATIONS MANAGER (VOM)

(Not restricted to or excluding other duties that may come up from time to time)

The VOM is responsible for all aspects of the commercial portfolio including business development and retention of new revenues, membership, sponsorship and partnerships, marketing, public relations and media, digital and communications and events covering the Southern Tasmanian Netball Association in conjunction with the BOM and NMC. The VOM reports to the STNA BOM.

Reference: Southern Tasmanian Netball Association VOM Duty Statement.



9.0 STNA NETBALL OPERATIONS MANAGER (NOM)

(Not restricted to or excluding other duties that may come up from time to time)

The Netball Operations Manager is responsible for developing the game of Netball on behalf of STNA. The NOM will provide guidance and support to the NMC and the three Subcommittees. The NOM will be a non-voting member of the NMC. The NOM reports to the STNA BOM.

Reference: Southern Tasmanian Netball Association NOM Duty Statement

All matters, not referred to specifically in these guidelines, need reference to the Rules of the Association (Constitution)

Ratified by the Board of Management

DATE: 8th December 2021
