

MHNC BY-Laws

DUTIES OF OFFICE BEARERS

PRESIDENT

The President shall be Chairperson, when available, at all meetings and conduct meetings in accordance with the Constitution and Rules of MHNC. The President shall also submit a report on MHNC activities at the Annual General Meeting.

VICE PRESIDENT

The Vice President in the absence of the President, shall carry out the duties of the President.

SECRETARY

The Secretary shall:

- I. Maintain a list of members, specifying the name, address, date of registration and category of membership of each member.
- II. Conduct all correspondence and General Business
- III. Be responsible for the writing and posting of all notices
- IV. Prepare an agenda for meetings
- V. Ensure the preparation and distribution of documents and reports at meetings
- VI. Prepare a General report of the activities of MHNC for the season, for presentation at the Annual General Meeting.

ASSISTANT SECRETARY:

The Assistant Secretary shall:

- i. Conduct such correspondence and perform such duties as the Secretary may direct
- ii. Shall be responsible for the recording, the duplicating and the distribution of the minutes of all MHNC meetings.
- iii. In the event of absence of the Secretary and at the request of the Executive, undertake the duties of the Secretary, pending the Secretary's return or election of another Secretary.

TREASURER

The Treasurer shall:

- i. Submit a financial statement to be read at each meeting
- ii. Represent Executive Committee on Sub-committees pertaining to financial transactions

SPONSORSHIP CO-ORDINATOR

The Sponsorship Co-ordinator shall:

- I. Obtain Sponsorship on behalf of MHNC
- II. Liaise with potential Sponsors
- III. Report on Sponsorship matters at meetings
(copies of all correspondence to be given to the Secretary)
- IV. Prepare a report on Sponsorship dealings for the AGM.

REGISTRARS

The Modified, Junior, Intermediate and Senior Registrars shall:

- i. Be responsible for all registrations in respect to their designated age groups
- ii. Prepare all necessary paperwork and forms required by MHNC on registration day.
- iii. The Senior Registrar shall be responsible for Summer Night Competition registrations.

UMPIRES CONVENOR

The Umpires Convenor shall:

- i. Be responsible for ensuring umpires are rostered in accordance with the current policy of MHNC
- ii. Foster the growth and development of umpires.
- iii. Organise umpires clinics and inform all umpires of clinics.
- iv. Represent MHNC at MHNC umpires meetings and report at club meetings.
- v. Encourage umpires to attend umpires exam and to be screened for badges.
- vi. Handle all complaints pertaining to umpiring and report to the Executive Committee.

COACHING CO-ORDINATOR.

The Coaching Co-Ordinator shall:

- i. Assist wherever possible in improving the skills of coaches and players
- ii. Along with the Coaching Committee prepare nominations for Selections with MHNC.
- iii. Submit all carnival entry forms
- iv. Submit nominations for selections on behalf of Coaching Co-ordinator
- v. Submit nominations for coaching clinics on behalf of Coaching Co-ordinator
- vi. Keep a register of all nominees and representative players
- vii. Organise coaching clinics and inform coaches of all clinics to be run.
- viii. Submit names to Secretary of people attending coaching clinics run by MHNC.

- ix. Along with the Grading Panel nominate Coaches and recommend grades to teams.
- x. Handle all complaints pertaining to coaches and players and report to the Executive Committee.

NURSERY CO-ORDINATOR

The Nursery Co-ordinator shall:

- i. Oversee the organization of Nursery netball
- ii. Ensure coaches and umpires are capable of teaching skills
- iii. Improve the skills of the coaches and players if necessary
- iv. Draw up and organize match games.

GRADING COMMITTEE

The Grading Committee shall:

- i. Be responsible for the grading of all players and teams on MHNC
- ii. Elect a Convenor of this Committee
- iii. Consist of three people and 2 reserves for junior grading and two people and one independent for senior grading.
- iv. Organise all times and dates relevant to grading.
- v. Along with the Coaching Co-ordinator nominate grades of teams
- vi. Submit all grading to the Executive Committee for ratification
- vii. A member of the Committee attends paper grading and final grading at MHNC.
- viii. One grader along with one other committee member shall attend appraisal of MHNC grading.
- ix. Handle all complaints pertaining to grading
- x. Consider all requests to play in a higher grade or age group.

SUB-GRADING COMMITTEE

The Sub-grading Committee shall:

- i. Watch teams as allocated by the Grading Committee
- ii. Submit paperwork by the required date
- iii. Be available for grading days for the ensuing year

COACHING COMMITTEE

The Coaching Committee shall:

- I. Assist the Coaching Co-ordinator as directed.

UMPIRING COMMITTEE

The Umpiring Committee shall:

- i. Assist the Umpires Convenor as directed.

FUND RAISING COMMITTEE

The Fund Raising Committee shall:

- i. Organise any Fund Raising as deemed necessary
- ii. Assist in organization for Presentations.

UNIFORM.

The Uniform Committee shall:

- i. Organise uniforms for members
- ii. Order and prepare equipment for the start of the season

EQUIPMENT.

The Equipment Committee shall:

- i. Organise uniforms for members
- ii. Order and prepare equipment for the start of the season

GENERAL COMMITTEE

The General Committee shall consist of members who nominate to assist Committee's when necessary.

REPORTS

All Office Bearers reports shall be submitted to the Members by way of the Clubs final Newsletter of the Season.

THE MANAGER

The Manager shall:

- i. Take up duties immediately
- ii. Be responsible for training and playing equipment
- iii. Be responsible, within reason, for the health and well being of the team
- iv. Score at match games
- v. Prepare match reports for Newsletters
- vi. Organise for representation at Club Meetings
- vii. Organise end of year Team report.
- viii. Liaise with Coach on matters of importance.

THE COACH

The Coach shall:

- i. Take up their duties immediately
- ii. Carry out training sessions as deemed necessary
- iii. Attend coaching clinics whenever possible
- iv. Ensure that all players behave in a sporting manner
- v. Prepare and submit Coaches Grading Sheet as instructed by the required date.
- vi. Liaise with Manager on matters of importance.
- vii. Be responsible for the training and playing equipment.

UMPIRES

The Umpire shall:

- i. Wear Club uniform, club tracksuit or whites
- ii. Attend umpires clinics and umpires exams as required.
- iii. Be responsible for own umpiring roster and informing Umpires Convenor of any changes 48 hours prior to said games.

CONDITIONS OF REGISTRATION

At the time of registration players may register as:

- i. An individual subject to Grading Committee's decision or part of a Senior team subject to Grading Committee's decision.
- ii. That all registered members shall abide by the Constitution, By-Laws and policies of MHNC and Sutherland Shire Netball Association and Netball NSW.
- iii. That all registered members from the age on ten (10) years may be practically graded and placed into teams according to their ability by the Grading Committee.
- iv. That all players playing 14 years and above maybe required to umpire their allocated games in accordance with the current umpiring policy.
- v. registration date will incur a late registration fee as set by the Committee of MHNC, extenuating circumstances will be considered.
- vi. That any person that registers with Menai Hawks netball club Inc and withdraws after Grading and/or on completion of necessary paperwork will have to pay an Administration fee. This fee will be set each year by the Committee of MHNC. Extenuating circumstances will be considered."

CONDITIONS OF PLAY

- i. That where possible all players play equal games throughout the season (Day 1 to Day 14) unless there are extenuating circumstances. For semi-finals, finals and grand finals it is at the coach's discretion to choose the team.

FINANCES

- i. That financial assistance may be given to players selected into Representative teams for MHNC, recipients of this payment must be a registered Member of MHNC for a period of two years. (The amount to be agreed upon each year by the Members).

- ii. That the Netball NSW Membership and Insurance fees for all Non Playing Coaches, Committee, and Life Members be paid for by MHNC
- iii. That any person who wishes to become a Non Playing Member to keep up their continual membership with MHNC, must pay fees as set by the committee each year if such person decides to umpire for MHNC, they will also be required to pay their own insurance in accordance with Netball NSW.

ADOPTION OF MHNC GRADING POLICY

Aim

The aim of this Policy is to ensure grading of teams is conducted fairly and effectively, and in the best interest of the club and players. Grading is the process of establishing the number and composition of Menai Hawks Netball Club teams to compete in the Sutherland Shire Association (SSNA) competition. Grading is influenced by the number and ages of players registered with MHNC. Grading will aim to achieve teams that have a balanced group of players in playing positions and ability levels.

Grading Committee Responsibilities

After registration, a record of players who have registered to play with the club is given to the grading committee. The committee then conducts a paper grading, where they discuss the recommendations of the previous year's coaches and independent player assessments to work out team numbers and player allocation. Any requests to play outside the child's birth age will only be considered on condition that the application is received in writing to the Grading Co-Ordinator and Grading Committee via the MHNC secretary prior to paper grading, citing valid reasons for the request. An application to play up does not guarantee approval. The sanctioning of such a request will be dependent upon numbers, available positions and the reasons provided.

Player Responsibilities

If a player is unable to attend practical grading, the player or parent/guardian must notify the Grading Co-ordinator. Placement into a team for this player will be based upon paper grading.

While it would be ideal to place players with their friends, the grading committee's duty is to select the best mix of teams to represent our club. We encourage our players to accept their team and make new friends, and once the season starts children usually settle in and enjoy playing netball. The support of parents is greatly encouraged for this to occur smoothly. Requests will be considered in writing from all parties named in the requests, with the final decision regarding any requests subject to the grading committee's discretion.

Grading Criteria

In assessing the overall skills of a player within an age group, the Grading Committee will take into account:

- i. Footwork/Movement skills

- ii. Ball handling
- iii. Attaching skills
- iv. Defending skills
- v. Perception/Cognition skills
- vi. Sportsmanship and attitude

Grading Process

Players 9 to 16 years will be practically graded.

Coach's Evaluation

At the end of each season, each coach is to provide a written evaluation of each player's skill, attendance at training and games, teamwork and attitude.

Independent Player Assessments

During the season, committee appointed assessors will attend various games and report their observations of player's skill levels back to the Grading Co-Ordinator.

Paper Grading

Prior to practical grading, all graders will assess the above reports and place players into teams for the practical grading season.

Practical Grading

In forming teams, the Grading Committee members (without a child in this age group and, where possible, having not coached a team in this age group in the previous season) will take into consideration the coaches report, independent assessment reports, paper grading and play observed at practical grading, while keeping in mind that a netball team requires a balance of agility and ball skills as well as defences, centre court and shooters.

While players 17 & seniors are predominantly block registrations, MHNC reserve the right to practically grade, if necessary. The club may be required to place an individually registered player into a block team only after consulting with the team manager, team coach and players of block team.

Team Announcements

All Junior Teams will be posted at a time and place to be advised by the Grading Committee.

Late Registrations

MHNC considers a full team to consist of 9 players.

Any potential registrations taken after team announcements will on be considered if numbers within the players own age group support it and player movement into a higher grade or age group is accepted by all previously registered parties involved. Consideration of a 10th player to be registered into any team will only be supported after consultation and consent of team involved.

If a late registration is accepted, the player will be allocated to a team by the grading committee. We reserve the right to place late registrations into the lowest graded team.

At no time are teams to be changed or added to without the discussion and consent of the Grading Committee.

MHNC aims to ensure team grading is conducted fairly and effectively. Players and parents are urged to be objective and reasonable in their expectations and to encourage their children to be happy in their sport.

MHNC COACHING POLICY

Established 2009

Goals

1. To develop confident, enthusiastic coaches that will develop good netball skills and sportsmanship for the players of MHNC.
2. To encourage every new coach at MHNC to obtain their Foundation Coaching Certificate.
3. To encourage existing Foundation Coaches to go on and obtain their Development Coaching Certificate.
4. To encourage all Development Coaches to maintain and keep updating their qualifications.
5. To encourage every coach to take advantage of all educational opportunities to maintain and further their coaching skills by the use of club library and attending coaching clinics and seminars at club, association and state level.
6. To encourage young coaches or players to be Co-Coaches at club level.
7. To educate coaches of modified teams on the importance of participation not competition and to develop the player's skills rather than the need to win.

MHNC UMPIRING POLICY

Established 2009

Goals

1. To develop confident, enthusiastic umpires who will enhance the netball skills of players.
2. To encourage all 14 years and new umpires to attend a Theory and Practical course at the beginning of every year.
3. To encourage all umpires to further their umpiring skills each year.
4. To encourage all umpires to do and maintain a pass or above in the Theory Exam.
5. To educate umpires of the rules and procedures to umpire a safe game.
6. To encourage all umpires to achieve and maintain qualifications.

MHNC PREGNANCY POLICY

Established 2011

MHNC is committed to providing a safe and enjoyable environment for all its members, including pregnant players. MHNC encourages all pregnant players to discuss their decision to continue playing during their pregnancy with their medical practitioner.

Policy Guidelines:

A pregnant player should:

- 1) Be aware that her own health, and the well being of her unborn child, is of utmost importance in her decision about whether to continue playing sport.
- 2) Obtain expert medical advice as to the risks associated with playing sport when pregnant. She should ensure she understand this advice and where necessary question the advice until she understands the risks taken in participating in Netball.
- 3) Have regular antenatal review with her doctor, including ongoing review of her exercise participation.
- 4) Take into account her changed physical condition, use common sense and not take unnecessary risks.
- 5) Remember that the ultimate decision to participate in Netball will always be hers, whilst having regard to all the circumstances.
- 6) MHNC will respect and support the player's right to make her own decisions in relation to her participation or non participation in Netball whilst pregnant.
- 7) MHNC coaches and managers will obtain agreement from the player before advising the pertinent team / SSNA and other MHNC officials of the participation of a pregnant player.
- 8) All members of MHNC should support and respect a pregnant athlete in the same way as they would any other participant.