



# GOULBURN & DISTRICT NETBALL ASSOCIATION INC.



**CONSTITUTION—2013**

Adopted: 16 September 2013, GDNA Annual General Meeting  
Amended: 19 December 2016 Extra Ordinary Meeting  
Version: 2/2016

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## **1. General**

### **a) Definitions**

For the purposes of this Constitution,

- **'Association'** means the Goulburn & District Netball Association Inc (GDNA).
- **'Team Delegate'** means a appointed representative of a team of the Association.
- **'Instrument'** means any document pertaining to the governance of the Association, and includes, but is not limited to, this Constitution, and the associated policies of the Association.
- **'New South Wales Netball Association Ltd'** means the controlling body for Netball in New South Wales (NNSW).
- **'Registered Member'** means any financial member or Life Member of the Association.
- **'The Office Bearers of the Association'** mean the members of the GDNA Committee.

### **b) Interpretation**

- i) Where this Constitution conflicts with any other instrument of the Association, this Constitution shall prevail.
- ii) Where ambiguity exists between this Constitution and any other instrument of the Association, the natural interpretation of the Constitution shall prevail.
- iii) Where this Constitution conflicts with any other instrument of NNSW, then the NNSW instrument shall prevail.
- iv) Where ambiguity exists between this Constitution and any other instrument of NNSW, the natural interpretation of the NNSW instrument shall prevail.
- v) The Committee shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, rules and associated policies.

### **c) Title**

The name of the Association shall be Goulburn District Netball Association Inc. (GDNA)

### **d) Colours**

The Association's colours shall be purple, lilac and white.

### **e) Association Location**

The Association office and facilities are located at Carr Confoy Park, Goulburn.

The Association's mailing address is PO Box 398, Goulburn.

The Association's email address is secretary.gdna@hotmail.com

### **f) Boundaries**

The Association's boundaries shall be as defined by NNSW and as reviewed from time to time.

### **g) Our Vision**

To be a leading regional Netball Association through providing opportunities for the community to access netball and promote a healthy lifestyle. To provide attainable pathways in all aspects of netball enabling individuals to achieve their personal best, with a caring, safe and inclusive environment.

**h) Our Mission Statement**

To provide the opportunity for participation in netball by fostering enjoyment and skill development through dedication and sound management practices.

The Mission objectives of GDNA shall be:

- i. to promote, regulate and control competition matches and teams and to control all premierships and carnivals of GDNA as per Competition Policy;
- ii. to select and manage the GDNA's representative teams as per Representative Policy;
- iii. to affiliate with and support NNSW;
- iv. to co-operate with other affiliated organisations in New South Wales for the furtherance of Netball; and
- v. adhere to and utilise the procedures outlined in the NNSW Member Protection Policy and Financial Policy as adopted, to seek to resolve any and all disputes which may arise between members of GDNA in all matters pertaining to the game of Netball within our boundaries.

**i) Our Values**

The Goulburn District Netball Association believes in the following guiding values.

- **Passionate:** We are passionate and caring of our netball family and we embrace the history to create the future.
- **Team:** We respect and value the contribution of our netball family on all levels and are united to create a fair fun friendly environment.
- **Integrity:** We act with honesty and integrity with consistency

The Vision, Mission Statement, including objectives, and Values of GDNA may only be altered in accordance with this Constitution.

## **2. Affiliation With NNSW**

### **a) Application For Affiliation As A District Association**

GDNA will affiliate with NNSW annually as required under the NNSW Constitution.

Every application for affiliation as a District Association must be:

- i. Made in writing on the form provided by NNSW for that purpose and be accompanied by the required affiliation fee approved by the NNSW Council at the November Council meeting each year;
- ii. Lodged with NNSW by 1 April in each new year;
- iii. Must be signed by the District Association Representative and set the name and address of the District Association.

It is a requirement of a District Association's affiliation that the District Association register each and every individual member of the District Association. Failure to satisfy this requirement is a breach of Clause 10.1 (b) of the NNSW Constitution.

### **b) Appointment Of Delegates To NNSW Council**

By 1 April each year, each affiliated District Association is entitled to nominate two delegates to attend and vote at the NNSW Annual General Meeting, any extraordinary meeting or general meetings

The notice of appointments to accompany the District Association affiliation form as referred to in Clause 9.4 of the NNSW Constitution.

Affiliated District Associations must provide the name and contact details of each delegate on the Annual Affiliation Form to the NNSW Company Secretary by 1 April each year to ensure such delegates may attend and vote at the NNSW Annual General Meeting and any extraordinary or general meeting held in conjunction or on the same day as the Annual General Meeting.

Where such affiliation is received by NNSW after 1 April in any one year, such delegates may attend and vote at the next scheduled meeting held after the date affiliation is received.

District Association Delegates appointed to the NNSW Council in line with Clause 12.1 of the NNSW Constitution will assume office as at 1 April each year and will hold office until 31 March the following year.

All Delegates to the NNSW Council must be at least 18 years of age.

No substitution of delegates may occur during course of a NNSW Meeting.

### **3. Membership**

#### **a) Ordinary Membership**

- i) GDNA is the controlling body for netball within our boundaries and our authority shall be recognised by all Registered Members who shall obey this Constitution and the policies of the Association.
- ii) Members wishing to join GDNA shall:
  - a. Complete the approved Register of members Form held by the Division coordinator and
  - b. Pay the prescribed annual membership fees to GDNA
- iii) Association membership is made up of the following categories
  - a. **Senior** - Senior players, who have reached or will reach 18 years of age by December 31 in the year of play.
  - b. **Junior** - Junior players, who have reached or will reach between 11 and 17 years of age by December 31 in the year of play.
  - c. **Net** – Players who have reached or will reach between 5 and 7 years of age by December 31 in the year of play.
  - d. **SetGO** - Players who have reached or will reach between 8 and 10 years of age by December 31 in the year of play.
  - e. **Non Players** - Non Players are defined as any person acting in a capacity of a team coach, team manager, assistant coach, umpire, administrator, official and/or other person who is not already registered as a playing member of an Association
  - f. **All Abilities** – All Abilities are defined as any person who holds a valid concession card for a disability pension. In the case of children under the age of 18 years who are defined within this category, it is permissible for the parent/guardian to hold the concession card on their behalf.
- iv) . A person ceases to be a Registered Member of the Association if the person:
  - a. dies;
  - b. ceases to be financial under this Constitution; or
  - c. is expelled from the Association under the authority of this Constitution.

#### **b) Life Membership**

- i) Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for a period of 15 or more years in the capacity as an official, coach or Committee member or a combination of these.
- ii) Candidates for election as Life Members shall be nominated in writing by two (2) members of the committee before 31 July each year.
- iii) For a nomination to be successful, nominations it must be approved at least three-quarters (3/4) of the members present and voting at an Annual General Meeting.
- iv) The non-player NNSW affiliation fee will be met by GDNA for all life members, while ever they remain active within the GDNA Community. A life member who becomes inactive for two or more consecutive years will no longer have these fees met by GDNA, but will remain a life member. GDNA will resume payment of the non-player NNSW affiliation fee when the life member once again becomes active within the GDNA Community.



- v) A Life Member shall be entitled to attend any meeting of GDNA, with the exception of Judiciary Committee meetings, and shall have full voting rights, providing they are financial at the time.
- vi) A person ceases to be a Life Member of GDNA if the person:
  - a) dies; or
  - b) is expelled from the Association under the authority of this Constitution.

**c) Membership Fees & Miscellaneous Fees**

- i) All fees to be paid by Registered Members for the following year of membership, shall be determined by resolution of the Committee by 31 January each year.
- ii) All Registered Members of GDNA will be financial members from date of payment until 31 December of that year (which covers all competitions and meetings conducted during that period).
- iii) A Registered Member ceases to be financial if they fail to pay their membership fees in full to GDNA within the required timeframe.

**d) Register Of Members**

- i) The President of GDNA will hold the position of Public Officer for the Association.
- ii) The Public Officer of the Association shall oversee the Register of Members of the Association through the Netball Australia approved on-line registration system;
- iii) The register of members shall be kept in the Netball Australia approved on-line registration system and shall be open for inspection by a Registered Member of the Association at any reasonable hour; however, such inspection shall be limited to viewing the names of Registered Members only.

**e) Members' Liability**

The liability of a Registered Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association.

**f) Team Delegates**

- i) Team Delegates will act as the initial liaison between the team's players/parents/carers and the Association.
- ii) Each registered team of GDNA will nominate at least one Team Delegate to both represent and be spokesperson for that Team.
- iii) Each team has the right to withdraw a Team Delegate and appoint another Team Delegate in his or her place at any time.

## **4. Organisational Structure**

### **a) GDNA Office Bearers**

- i. The following Office Bearers shall be elected and shall form the GDNA Committee:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Umpires Coordinator
  - Coaching Coordinator
  - Representative Coordinator
  
  - Canteen Coordinator
  - Grounds Person
  - NetSetGo! Coordinator
  - Junior Coordinator
  - Senior Coordinator
- ii. To be eligible for holding the position of Office Bearer within GDNA, Persons must be a Registered Member of both NNSW and GDNA
- iii. The President, Secretary or Treasurer of GDNA shall not hold the position of President, Secretary or Treasurer of an Affiliated Club.
- iv. No person shall be elected to more than one (1) position as an Office Bearer, unless positions are unfilled following the AGM and the Office Bearer is willing to undertake multiple roles
- v. Not more than **three (3)** members of the Committee shall be members of any one Affiliated Club.
- vi. Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim.
- vii. GDNA may, at an Extraordinary Committee Meeting, by resolution remove any Office Bearer before the expiration of her or his term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Office Bearer so removed.
- viii. An Office Bearer may resign her or his position by providing written notice of her or his intention to do so to the Association Secretary. The Committee shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.

### **b) The Committee**

- i. The Committee shall consist of:
  - All Office Bearers of the Association; and
  - Active Life Members
- ii. Committee meetings shall be divided into business deemed to be of an operational nature or with a strategic/planning focus. Each Committee meeting will be dedicated to only one of these areas (unless urgent business arises) and as such meetings for operational and for strategic/planning will be held on an alternate basis. Meetings shall

be held at least monthly from February to September, inclusive. The Committee may meet at other times as deemed necessary.

iii. At least seven (7) days written notice shall be given specifying the date, time and planned venue of the committee meetings.

iv) Order of business at Operational Committee Meetings shall be:

- a) Apologies;
- b) Confirmation of Minutes;
- c) Business Arising from Minutes;
- d) Notices of Motion;
- e) Elections;
- f) Correspondence and business arising;
- g) Reports:
  - Treasurer;
  - Umpires Convenor;
  - Coaching Convenor;
  - Representative Convenor;
  - Division Coordinator Reports;
  - Other Officer Bearers Reports;
  - Sub-Committees;
  - Delegates to other organisations;
  - Any other reports;
- h) Review Calendar of Events/Operational Planning Items
- i) General business.
- j) Strategic/Planning Business of an Urgent Nature

v) Order of business at Strategic Committee Meetings shall be:

- a) Apologies
- b) Confirmation of Minutes
- c) Business Arising from Minutes
- d) Strategic/Planning Correspondence and business arising
- e) Review Calendar of Events/Strategic Planning Items
- f) General business
- g) Operational Business of an Urgent Nature

vi) Association delegates to other organisations shall provide a verbal report to the next Operational Committee meeting on meetings/functions attended on behalf of the Association. Where the delegate is not able to attend the next Operational Committee meeting, a written report is to be provided to the Secretary for tabling at that meeting.

**c) Powers Of Committee**

- i) The Committee shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:
    - a) to control and manage the affairs of the Association;
    - b) to fix fees payable by members and to enforce payment thereof;
    - c) to control the funds of the Association and for that purpose to open and operate banking accounts; to invest funds in any manner authorised by law for the investment of trust funds; to acquire real and personal property of all descriptions and to sell or otherwise dispose of it; to borrow money on behalf of the Association
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and to give security therefore; to enter into guarantees of indebtedness on behalf of any Affiliated Club; and, generally, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Association;

- d) to deal with and adjudicate upon any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of the Association by any Registered Member;
- e) to appoint two (2) delegates and two (2) proxy delegates to represent the Association on the Council of NNSW.
- f) to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit;
- g) to ensure that the Association memberships have been completed within the Netball Australia approved on-line registration system, on or before April 1 in each year;
- h) to ensure additional members continue to be maintained within the Netball Australia approved on-line registration system
- i) upon receipt by NNSW those persons shall be deemed to have renewed their membership until 1 January next.

**d) Removal Of Committee Members**

- i. GDNA in a Meeting may, by resolution, remove any Office Bearer from their position before the expiration of the Office Bearer's Term of Office and may, by resolution, appoint another person to hold Office until the expiration of the term of office of the Office Bearer so removed.
- ii. Any GDNA Office Bearer who, without leave of the Committee, has failed to attend three (3) consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with Clause 5 b) xii.
- iii. If an Office Bearer affected by Clauses 4 d) i or 4 d) ii, requests representations be made to the Committee meeting at which their removal will be considered, the President & Secretary will ensure this to be the case, providing the representation is of a reasonable length.

**e) Income & Property**

**i. Application**

GDNA income and property must be applied solely towards promoting the Association's Objects and GDNA's income and property must not be applied for the profit or gain of its individual members.

**ii. No distribution**

No part of GDNA's income or property may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, fee or otherwise, to any of the Members of GDNA.

**iii. Exception**

This clause does not prohibit making a payment approved by the Council of GDNA:

- for out-of-pocket expenses incurred by an Office Bearer in performing a duty as an Office Bearer of GDNA.

- For reduction of fees for GDNA Representative players to attend NNSW State Fixtures in lieu of canteen duties performed on behalf of GDNA.

**f) Sub-Committees**

- i. The following Sub-Committees of GDNA may be formed each year:
  - a. Carnival (comprising at least four (4) members)
  - b. Representative Teams (Comprising coach & manager of each GDNA Representative team plus the Representative Coordinator (as Convenor) as well as the Treasurer)
  - c. Selection (comprising, the Representative Coordinator, Coaching Coordinator and the Coach of each GDNA Representative Team.
- ii. Members of Sub-Committees shall be Registered Members of the Association.
- iii. The Vice President shall be an ex officio member of all Sub-Committees.
- iv. The first meeting of each Sub-Committee shall, if possible, be held within twenty-one (21) days of its appointment.
- v. The Committee may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
- vi. Nominations for any Sub-Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the meeting, with the Committee's approval.
- vii. Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to the Committee.
- viii. Each Sub-Committee shall submit a written report, with any recommendations, to each meeting of the Committee for ratification.
- ix. A Sub-Committee Convenor shall:
  - a. Be responsible for advising Sub-Committee members, including ex-officio members and the Association Secretary, of all meetings at least five (5) days prior to the meeting:
  - b. Be responsible for keeping Minutes as an accurate record of all meetings; and
  - c. Forward copies of the Minutes to the Secretary and to each member of the Sub-Committee as soon as practicable after each meeting.
- x. Sub Committees will be further guided by the relevant policies as adopted

## **5. Meetings**

### **a) General Procedure**

- i. The President shall take the chair at all Committee meetings of GDNA. In the President's absence the chair shall be taken by the Vice President.
- ii. If neither the President nor Vice President is present within thirty (30) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii. A quorum for General Committee meetings shall consist half (1/2) plus one (1) of the elected committee members.
- iv. If no quorum is present thirty (30) minutes after the time fixed for the commencement of a meeting it shall be adjourned to such time and place as the Chairperson shall decide. The Secretary shall give written notice to each Committee member.
- v. The accidental omission to give any member the required notice shall not invalidate a meeting or any of the business of the meeting.
- vi. Decisions of GDNA at any Committee meeting, or any Sub-Committee are determined by a simple majority of votes cast by eligible Committee members. Each eligible Committee member shall have one (1) vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
- vii. In the case of an equality of votes, the President (or Chairperson) shall, in addition to their initial vote, have a casting vote.
- viii. There shall be no voting by proxy at any Committee meeting of the Association.
- ix. Meeting procedure shall be further guided by the NSW Constitution.

### **b) Annual General Meeting**

- i. An Annual General Meeting of GDNA shall be held in September of each year.
  - ii. All Registered Members may attend and vote. Voting entitlement is one vote per membership. Where the Registered Member is under 18 years of age, their parent/carer is entitled to cast their vote on their behalf providing the registered member is in attendance.
  - iii. At least twenty-one (21) days' written notice of the Annual General Meeting of the Association shall be given to each Registered Member, including Office Bearers and Life Members.
  - iv. A copy of GDNA's Annual Report and the audited balance sheet will be available at the Annual General Meeting.
  - v. A quorum for an Annual General Meeting shall consist of half (1/2) plus one (1) of the total number of GDNA's elected Committee members.
  - vi. The business of the Annual General Meeting shall be:
    - a) Confirmation of the minutes of the previous Annual General Meeting;
    - b) Consideration and adoption of the Annual Report and audited balance sheet;
    - c) Appointment of an auditor for the following year;
    - d) Such other business as the meeting thinks fit;
    - e) Election of Office Bearers.
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- vii. Those other Office Bearers to be elected will be as outlined in Clause 4 a) ii of this Constitution.
- viii. Written nominations for election to a position of Office Bearer of GDNA must be signed by two (2) Registered Members and submitted:
  - a. To the Chairperson of the AGM prior to the closure of nominations; or
  - b. To the Secretary by 5pm at least 2 business days prior to the commencement of the AGM and with the consent of the nominee.
- ix. Nominations become binding upon consent of the nominee. In circumstances where the nominee is not able to confirm their acceptance of their nomination at the AGM, their appointment will be confirmed as soon as practicable at a subsequent meeting of the GDNA Committee.
- x. Any position/s remaining unfilled following the Annual General Meeting, can be filled by direct recruitment as soon as possible and will be practicable at a subsequent meeting of the GDNA Committee.
- xi. Any position which becomes vacant during a term will be formally advertised to call for nominations and will be filled following receipt of nominations which have been signed by two (2) Registered Members. Those positions will be confirmed at a subsequent meeting of the GDNA Committee.
- xii. In accordance with Clause 4 a) iii of this Constitution, persons must be a Registered Member of both NSW and GDNA to be eligible to hold a position of Office Bearer within GDNA.
- xiii. Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim.

**c) Extraordinary Committee Meetings**

- i. Extraordinary Committee Meetings shall be called by the Secretary:
  - a. at the direction of the President;
  - b. upon receipt of a requisition signed by not less than one-third (1/3) of the members of the current GDNA Committee.
- ii. All Registered Members may attend but voting shall be restricted to Office Bearers, active Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- iii. Not less than twenty-four (24) hours written notice (this includes – SMS, email and use of social media) shall be given to GDNA Office Bearers and to the Secretary of each Affiliated Club, specifying the time and location of the Meeting, and the nature of the business to be considered.
- iv. A quorum for an Special Extraordinary Committee Meeting shall consist of half (1/2) plus one (1) of the elected Committee, and Club Delegates representing at least one quarter (1/4) of the Affiliated Clubs.

## **6. Duties**

### **a) Committee Duties**

- i. The Committee shall exercise the functions and power of the Committee between meetings of the Committee and its decisions shall be subject to ratification by the Committee at the next meeting.
- ii. Approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Selection Sub-Committee. The Selection Sub-Committee shall attend Committee Meetings at which selected teams are presented for the Committee's information prior to the announcement of such selected teams.
- iii. Receive and consider reports from the manager, coaches, umpires and captains of Association representative teams.
- iv. Consider nominations for Life Membership and make recommendations prior to the Annual General Meeting.
- v. Ensure the presentation of a financial report to all Operations Committee meetings and make recommendations to Council on matters of finance and policy.
- vi. Be responsible for the appointment of representative team personnel for all representative teams. These appointments are subject to approval by the Committee.
- vii. Approve the Association Report to be presented to NNSW.

### **b) Duties Of Committee Members**

- i. The **PRESIDENT** shall:
  - a. Chair the meetings of GDNA and direct meetings where necessary;
  - b. Act as the Public Officer of GDNA;
  - c. Prepare and deliver a report at GDNA's Annual Presentation;
  - d. Oversee the general running of Association matters;
  - e. Assist Division Coordinators as required;
  - f. Act as spokesperson for the Association on official matters;
  - g. Serve as the alternate representative of GDNA on the local Sports Council Committee,
  - h. Conduct such other business as directed by the Committee; and
  - i. Be Convenor of the Appeals Tribunal
- ii. The **VICE PRESIDENT** shall:
  - a. Assist the President, including Chairing the meetings in absence of the president and perform such other duties as directed by the Committee;
  - b. Shall be appointed as Convenor of the Disputes Tribunal convened as required
- iii. The **SECRETARY** shall:
  - a. Prepare and submit annually as required, the NNSW Affiliation Form;
  - b. Maintain a register of Life Members;
  - c. Ensure the register of Registered Members is available for inspection;
  - d. Maintain a register of Affiliated Clubs;
  - e. Maintain a register of the Committee, with names and addresses;



- f. Be responsible for correspondence, both incoming and outgoing and keep a file of the same;
  - g. Provide an outline of correspondence at Committee meetings;
  - h. Issue notices as required;
  - i. Clear the GDNA mailbox and check the GDNA email account, on no less than a weekly basis;
  - j. Circulate all nominations for Life Membership and accompanying qualifications to the Committee;
  - k. When resolved by the Committee, arrange insurance against loss, damage to or liability of GDNA by reason of fire, accident or otherwise;
  - l. As resolved by the Committee, issue an official order to purchase on behalf of GDNA;
  - m. Maintain and make available a record of Minutes of all proceedings of each of the Committee plus Special Committee and Annual General meetings.
  - n. Maintain a record of Minutes of all Sub-Committee meetings; and
  - o. Conduct such other business as directed by the Committee.
- iv. The **TREASURER** shall:
- a. Be responsible for all funds that may be established by GDNA;
  - b. Keep a record of all assets, liabilities, and properties of GDNA;
  - c. Keep necessary books of account and produce them on the instruction of the Committee;
  - d. Receive all monies payable to GDNA and issue receipts as required;
  - e. Arrange for the banking of all monies received within two (2) business days of receipt;
  - f. Pay accounts passed for payment;
  - g. Pay other accounts as necessary and have these ratified at the next meeting;
  - h. Send accounts passed for payment;
  - i. Submit a written financial report to each Operational committee meeting;
  - j. Pay the annual NSW fees by the due date;
  - k. Present Financial Statements at the Annual General Meeting and ensure a copy is provided to NSW Department of Fair Trading; and
  - l. Be a member of the Representative Sub Committee;
  - m. Keep necessary books of account for the Representative Teams and produce them on the instruction of the committee;
  - n. Receive all monies payable to GDNA in relation to Representative Teams and issue receipts as required;
  - o. Arrange for the banking of all Representative Team monies received within two (2) business days of receipt;
  - p. Pay Representative Team accounts as required;
  - q. Pay other Representative Team accounts as necessary and have these ratified the next Committee meeting;
  - r. Send Representative Team accounts passed for payment;
  - s. Be responsible for all funds established for the Representative Teams accounts;
  - t. Submit a written financial report on Representative Team accounts to each Operational Committee meeting;
  - u. Conduct such other business as directed by the Committee

- v. The **UMPIRE COORDINATOR** shall:
- a. Be the holder of a National Umpires Accreditation/Badge;
  - b. Arrange regular meetings of the Association's umpires;
  - c. Organise and arrange the coaching and badging of umpires where necessary;
  - d. Access and monitor records of National Umpires Accreditation/Badges;
  - e. Be responsible for the allocation of umpires for carnivals and competitions organised by GDNA, whether club or representative;
  - f. Research and institute methods of encouraging and improving umpiring within GDNA;
  - g. Arrange umpiring assistance to clubs as requested;
  - h. Be responsible for the distribution of relevant information regarding umpiring including notice of umpires accreditation theory requirements;
  - i. Be responsible for the ordering of all umpiring equipment, including (but not limited to rule books, whistles and umpiring manuals);
  - j. Be responsible for the organisation of umpiring courses to be conducted within GDNA; and
  - k. Conduct such other business as directed by the Committee.
- vi. The **COACHING COORDINATOR** shall:
- a. Be the holder of at least an entry level Coaching Accreditation;
  - b. Research and institute methods of encouraging and improving coaching within GDNA;
  - c. Arrange coaching assistance to clubs as requested;
  - d. Be responsible for the distribution of relevant information regarding coaching;
  - e. Assist the GDNA NetSetGo Coordinator, as required;
  - f. Be responsible for ordering of all coaching material, including (but not limited to) coaching manuals;
  - g. Be responsible for the organisation of coaching courses to be conducted by GDNA; and
  - h. Conduct such other business as directed by the Committee.
- vii. The **REPRESENTATIVE COORDINATOR** shall:
- a. As resolved by the Committee be responsible for all aspects of marketing and purchasing for GDNA Representative Teams;
  - b. As resolved by the Committee be responsible for ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel;
  - c. Be Convenor of the Representative Teams Sub-committee
  - d. As resolved by the Committee be responsible for ordering, receipt and issue of equipment, travel and accommodation arrangements for Representative Teams for all Representative events;
  - e. Be responsible for arranging meals, snacks and beverages for all GDNA Representative Teams attending either NNSW State Championships or NNSW State Age Championships;
  - f. Ensure each Manager maintains accurate records/registers of each Representative Player's fundraising amounts and ensure those amounts are used to subsidise the Representative Player's expenses associated with attendance at State netball fixtures;
  - g. Communicate with all Representative Coaches, Managers, Primary Carers as well as Representative Players and their parents/carers/guardians;

- h. Make available a copy of the GDNA Representative Handbook to each Representative Player at the commencement of each Representative Year;
  - i. Be responsible for all aspects of the organisation of the Representative teams including but not limited to canteen roster, umpiring, coaching, NetSetGo assistance and Training;
  - j. Obtain a copy of Parental Contact & Emergency Medical Form and Acknowledgement of Policies Forms from each representative player.
  - k. Advise the Secretary of all such arrangements relating to Representative Teams;
  - l. Shall delegate, with Committee approval, a person/s to oversee the running of the canteen in coordination with the representative team managers; and
  - m. Conduct such other business as directed by the Committee.
- viii. The **DIVISION COORDINATORS** (Includes Junior, & Senior Division Coordinators, excludes NetSetGo Coordinator);
- On an annual basis:
- a. Accept all registrations, within their Division, on a date determined from year to year using the Netball Australian approved on-line registration system;
  - b. Maintain a register of team names and uniform colours, within their Division, to avoid duplication and retain a copy on file as a record of registered teams and players;
  - c. Provide each Team Delegate, within their Division, a copy of the GDNA Team Information Pack, including but not limited to a draw for the season, a team contact sheet, GDNA Constitution, NSW Member Protection Suite of Policies, the current GDNA Competition Policy, contact details for key GDNA Office Bearers and any GDNA Fact Sheets that are in circulation.
  - d. By round 5 of the GDNA competition, reconcile fees to ensure all players within the Division are fully financial for the current year and provide to the Operational Committee meeting a list of all players within the Division who have outstanding fees. A further fee reconciliation is to be undertaken at least three rounds prior to the commencement of the GDNA finals series with further notification to those players with outstanding fees;
  - e. By round 4 of the GDNA competition, produce a draw for their Division and provide at least one copy of the same to the Team Delegate of each registered team in the Division. A copy of the draw for each Division must also be provided for retention in the GDNA Club House;
  - f. Be responsible for the Division's Perpetual Award/s including, calling for and receiving nominations, tallying nominations and advising Committee of the recipient/s;
  - g. Present the Division Awards at the Annual GDNA Presentation or if unavailable arrange an appropriate representative.

On a weekly basis:

- h. Accept individual registrations, for their division, as submitted by the appropriate Club/player and include them, together with the date, on team registration forms;
- i. Delete from the registration form the names of those players, within their division, who have been granted GDNA permission to deregister from a team;
- j. Be responsible for the distribution and collection of game beards on each playing day;

- k. Check all score sheets to see that they meet the requirements of GDNA and make available to Umpires Coordinator;
  - l. Maintain a progressive point score and make this available;
  - m. Forward any disputed score sheets to the Discipline Convenor within forty-eight (48) hours;
  - n. Division Coordinators will also serve as Member Protection Information Officers (MPIO) for GDNA, in the first instance within their Division. Where there is the potential for a conflict of interest, they will ensure they are not involved in the matter and arrange for an alternative MPIO to become involved.
- ix. The **NETSETGO COORDINATOR** shall:
- On an annual basis:
- a. Accept all NetSetGo registrations, on a date determined from year to year using the NNSW approved on-line registration system;
  - b. Maintain a register of participant names;
  - c. Be responsible for the compilation of the membership and insurance reports, for NetSetGo, sent to NNSW, and the current insurers;
  - d. By round 5 of the GDNA competition, reconcile fees to ensure all players within the Division are fully financial for the current year and provide to the Operational Committee meeting a list of all players within the Division who have outstanding fees;
  - e. Take charge of and maintain NetSetGo equipment and return the same to the GDNA Canteen at the completion of the NetSetGo season;
  - f. Order & distribute NetSetGo Participant packs to all financial NetSetGo Participants;
  - g. Liaise with Canteen Coordinator for catering requirements for GDNA NetSetGo Presentation; and
  - h. Present the NetSetGo Awards at the GDNA NetSetGo Presentation or if unavailable arrange an appropriate representative.
- On a weekly basis:
- i. Accept individual registrations, as submitted by the appropriate Club/player and include them, together with the date, on participant registration forms;
  - j. Delete from the registration from the names of those participants, who have been granted GDNA permission to deregister;
  - k. Ensure playing area is safe prior to commencement of the session;
  - l. Be responsible for the development and delivery of a participant program which incorporates and reflects the NNSW NetSetGo requirements;
  - m. Ensure NetSetGo equipment is available for use during the NetSetGo program;
  - n. Forward any unresolved disputes to the Discipline Convenor within forty-eight (48) hours; and
  - o. Division Coordinators will also serve as Member Protection Information Officers (MPIO) for GDNA, in the first instance within their Division. Where there is the potential for a conflict of interest, they will ensure they are not involved in the matter and arrange for an alternative MPIO to become involved.
- x. The President shall act as **PUBLICITY OFFICER** and shall:
- a. Arrange for fixtures to be published as required;
  - b. Handle promotion of the sport within the boundaries of GDNA;
  - c. Facilitate knowledge and understanding of the sport in the community at large;
  - d. Prepare and disseminate press releases where necessary;
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- e. Be responsible for the preparation and distribution of the GDNA newsletter;
  - f. Be responsible for all aspects of marketing for GDNA;
  - g. Be responsible for the ordering, receipt and distribution of publications (except umpiring and coaching publications) on behalf of GDNA;
  - h. Liaise with GDNA Office Bearers for newsworthy information; and
- xi. The **CANTEEN COORDINATOR** shall:
- a. Be responsible for staffing the canteen as per a roster on competition days, carnival days and other special occasions;
  - b. Ensure that adequate canteen stock is purchased for competition days, carnival days and any other special occasions;
  - c. In consultation with Treasurer ensure that Canteen accounts are paid;
  - d. Ensure that day's canteen takings are receipted into the Representative Account
  - e. Present a Canteen Operating Report to each Operational Committee Meeting; and
  - f. Perform such other duties as directed by Committee from time to time.
- xii. The **GROUNDS PERSON** shall:
- a. Be responsible for the maintenance of the building and grounds, including line marking on grassed courts;
  - b. Obtain and maintain all GDNA equipment as required;
  - c. Inspect the courts to establish if fit for play and if not take appropriate action, as a first priority taking into account GDNA's duty of care to its members;
  - d. Have the power to speak to any person on the grounds in relation to breaches of Local Council Ordinances; and
  - e. Perform such other duties as directed by Committee from time to time.

## **7. Administration**

### **a) Finance**

- i. The funds of GDNA shall be derived from annual Membership fees, other fees and donations, levies and, subject to any resolution passed by GDNA in a committee, Special Committee or Annual General Meeting, such other sources as the Committee determines.
- ii. The main banking accounts of GDNA shall be kept at a bank or building society approved by the Committee and all cheques operating on the accounts shall be signed by any two (2) of the President, Secretary or Treasurer.
- iii. The banking accounts of the Representative Teams shall be kept at a bank or building society approved by the Committee and all cheques operating on the accounts shall be signed by any two (2) of the President, Secretary or Treasurer.
- iv. The Financial Year of the Association shall commence on 1 July and end on 30 June of each year.
- v. The current bank statements/pass books shall be tabled at each meeting of the Operational Committee Meeting, together with a written financial report.
- vi. Financial Statements shall be presented to each Annual General Meeting.
- vii. All NSW fees shall be paid by the due date.
- viii. No Office Bearer of GDNA shall be entitled to receive remuneration fro any services as such.

### **b) Injury & Insurance**

- i. GDNA takes no responsibility for injured players. Financial members participate at their own risk and are advised to have adequate medical cover. The NSW's current insurer to cover injuries as stated in the insurance policy will insure financial members.

### **c) Policies**

- i. GDNA may implement appropriate policies in relation to such matters as arise for th administration of netball in the association.

### **d) Resolving Disputes**

- i. All disputes shall be managed and resolved in accordance with the NSW Member Protection suite of policies.

### **e) Common Seal**

- i. The common seal of GDNA shall be kept in the custody of the Public Officer.
- ii. The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of one (1) member of the Committee and of the Public Officer (President).

### **f) Custody Of Books**

- i. Except as otherwise provided by these rules, all records, books and other documents relating to the Association shall be kept under the custody or control of the Secretary.

### **g) Inspection Of Records**

- i. Any Registered Member may inspect the books of account and minute book of GDNA at any reasonable time.

**h) Alterations To The Constitution & Policies Of The Association**

- i. This Constitution, and the Policies of GDNA may be altered by special resolution passed by at least three-quarters (3/4) of the members present and voting and an Annual General Meeting or Special Committee Meeting of GDNA of which not less than twenty-one (21) days' written notice specifying the resolution/s to be proposed has been given.
- ii. Any alteration made to the Constitution or Policies of GDNA shall be forwarded to the NNSW and Department of Fair Trading within twenty-eight (28) days of the meeting at which such alteration was made.

**i) Dissolution Of The Association**

- i. GDNA shall not be dissolved except by special resolution passed by a majority of at least three-quarters (3/4) of the members present and voting at a Special Committee Meeting of GDNA of which not less than twenty-one (21) days' written notice specifying the resolution to be proposed had been given.
- ii. On dissolution of GDNA, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to the NNSW to be used for the promotion of Netball within the boundaries of the area referred to in Clause 1 f) above.