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SECTION A – RULES

1. NAME

The name of the association shall be the Downey Park Netball Association Incorporated (**DPNA**).

2. GENERAL

(a) *Definitions*

The following terms shall, wherever used in this Constitution, bear the meanings respectively referred to in this paragraph.

The Act - the Associations Incorporation Act 1981 (as amended)

NA - Netball Australia (Ltd.) meaning the controlling body for netball in Australia;

DPNA - The Downey Park Netball Association Incorporated;

NQ - Netball Queensland meaning the controlling body for netball in Queensland;

Management Committee – See Clause 10

Executive Committee - See Clause 11

Council - See Clause 9

Club - A club comprising not fewer than one netball team; and

Team - A netball team comprising not fewer than seven playing members

(b) *Interpretation*

(i) Words imputing the feminine gender only include the masculine gender except where this may contravene the provisions of this Constitution/By-Laws of DPNA.

(ii) Words imputing the singular shall also mean and include the plural;

(iii) Any doubt arising as to the application or meaning of any clause shall be decided by the Management Committee whose decision will remain until altered by a vote of a General Meeting, whose decision shall then be final and conclusive;

(iv) If any case occurs which, in the opinion of the Management Committee, is not provided for in this constitution, it shall be determined by the Management Committee in such manner as deemed expedient.

(c) *Motto*

The DPNA motto shall be **Competitive, Fair Sport**.

(d) Colours

The colours of DPNA shall be Red, Green and White. These colours shall not be available to affiliated teams or clubs for registration as official colours without prior approval of DPNA.

(e) Headquarters

The Headquarters of DPNA shall be at Northey Street, Windsor and/or at such venues as may be decided by Council

3. OBJECTS

The objects of DPNA shall be:

- (i) To affiliate with NQ and/or such other bodies as DPNA shall from time to time determine;
- (ii) To promote and develop the game of netball at DPNA;
- (iii) To promote and develop high standards of playing, coaching and umpiring at all levels of the DPNA
- (iv) To promote, regulate and control competition matches between affiliated clubs;
- (v) To abide by the rules regulating the conduct of the game of netball as determined by NA and NQ;
- (vi) To select, control and manage netball teams entered by DPNA in competitions external to DPNA;
- (vii) To develop and maintain efficient management structures that respond to the membership of DPNA;
- (viii) To adjudicate on disputes which may arise between members of DPNA and between members and DPNA;
- (ix) To undertake such acts and to do such things as are incidental to or conducive to the attainment of, or furtherance of, these objects.

4. PATRON

- (a) DPNA may, at its discretion, appoint a patron/s or vice patron/s of DPNA, with any such appointment to be made at the Annual General Meeting;
- (b) Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of DPNA under another category of membership.

5. AFFILIATION

DPNA shall affiliate with NQ and/or such bodies as the Council shall from time to time deem fit.

6. POWERS

- a) DPNA has the powers of an individual.

- b) DPNA may, for example—
 - i) enter into contracts; and
 - ii) acquire, hold, deal with and dispose of property; and
 - iii) make charges for services and facilities it supplies; and
 - iv) do other things necessary or convenient to be done in carrying out its affairs.
- c) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

7. **MEMBERSHIP**

7.1 ***Classification of Membership***

- a) Applicants may be admitted to membership of DPNA within one of the following categories:
 - i) Affiliated Club;
 - ii) Associate Member;
 - iii) Life Member;
 - iv) Honorary Member.

The four categories of members are defined as follows:

- i) An **Affiliated Club** is a member club comprised of one or more teams participating in competitions conducted by DPNA;
 - ii) An **Associate Member** is a person who has affiliated with DPNA as an individual;
 - iii) A **Life Member** is a person who has rendered extraordinary and meritorious service to DPNA for a period of at least 10 years and who has been elected to this category in accordance with the provisions of Section 7.3 (a);
 - iv) An **Honorary Member** is one invited to membership by the Council of DPNA in the interest of netball for such period as may be deemed appropriate provided she/ he is nominated by two members of the Council and approved by at least three quarters (3/4) of the members present and eligible to vote at the Council Meeting at which the nomination is considered.
- b) The number of members in each category shall be as follows:
 - i) Affiliated Club – unlimited
 - ii) Associate Member – unlimited
 - iii) Life Member – unlimited
 - iv) Honorary Member – unlimited

7.2 ***Application for Membership***

Application for membership in the categories of Affiliated Club or Associate Member shall be in writing and shall be in such form as the Executive Committee from time to time prescribes; and,

The period for membership of DPNA shall be for one year from 1 January to 31 December unless sooner terminated by cancellation, withdrawal or expulsion and shall be renewable prior to the commencement of fixtures each year.

7.3 Life Membership

a) Election

- i) Nominations for Life Membership shall be submitted to the Secretary of DPNA in writing not less than twenty-one (21) days prior to the Annual General Meeting at which such nomination is to be considered;
- ii) On receipt of a nomination which is in order, the Secretary will include an appropriate item on the Agenda for the Annual General Meeting for consideration at that meeting. The item should indicate the names of the nominee, proposer and seconder together with, if possible, a brief outline of the contribution made by the nominee; and,
- iii) No more than three persons may be elected in any calendar year. Election to membership is subject to approval by at least three quarters (3/4) of the members present and eligible to vote at the Annual General Meeting at which the nomination is considered.

b) Privileges

- i) Life Members may attend and vote at Council Meetings; and,
- ii) Life Members shall be exempt from payment of dues and levies.

7.4 Membership Fees

- a) The membership fees for each class of membership shall be such sum as the Council shall from time to time determine; and,
- b) The membership fees for each class of membership shall be payable at such time, and in such manner, as the Council shall from time to time determine.

7.5 Admission and Rejection of Members.

- a) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant;
- b) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for; and,
- c) Upon the acceptance or rejection of an application for any class of membership, the Secretary shall forthwith give the applicant advice of such acceptance or rejection.

7.6 Termination of Membership

- a) A member may resign from DPNA at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date;
- b) If a member:
 - i) is convicted of an indictable offence; OR

- ii) fails to comply with any of the provisions of these Rules; OR
- iii) has membership fees in arrears for a period of two months or more; OR
- iv) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interest of DPNA,

the Management Committee shall consider whether his/her membership shall be terminated; and,

- c) The member concerned shall be given full and fair opportunity of presenting his/her case and if the Management Committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

7.7 *Appeal Against Rejection or Termination of Membership*

- a) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- b) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- c) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

7.7.1 *General Meeting to Decide Appeal*

- a) A Council meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- b) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- c) Also, the Management Committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- d) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- e) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

7.8 *Register of Members*

- a) The Executive Committee must keep a register of members of DPNA.
- b) The register must include the following particulars for each member—
 - i) the full name of the member;
 - ii) the postal or residential address of the member;
 - iii) the date of admission as a member;

- iv) the date of death or time of resignation of the member;
 - v) details about the termination or reinstatement of membership;
 - vi) any other particulars the management committee or the members at a general meeting decide.
- c) The register must be open for inspection by members of DPNA at all reasonable times, provided that the postal, residential address or other contact details of members is not available at such inspection.
 - d) A member must contact the secretary to arrange an inspection of the register.
 - e) However, the executive committee may, on the application of a member of DPNA, withhold information about the member (other than the members full name) from the register available for inspection if the executive committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

7.8.1 Prohibition on use of information on register of members

- a) A member of DPNA must not—
 - (i) use information obtained from the register of members of DPNA to contact, or send material to, another member of DPNA for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (ii) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of DPNA for the purpose of advertising for political, religious, charitable or commercial purposes.
- b) Subrule (1) does not apply if the use or disclosure of the information is approved by the Management Committee.

7.9 Members

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

7.10 Club Delegates

- (a) Each affiliated club shall nominate two club delegates;
- (b) The Secretary of each affiliated Club shall advise the names and addresses of their appointed delegates to the Secretary of DPNA prior to the first Council Meeting following the Annual General Meeting; and,
- (c) Alternative delegates may be appointed by a Club in cases when the nominated delegates are unable to attend a particular Council Meeting provided that such person be authorised by that Club to attend the meeting.

8. MEETINGS

8.1 General Procedure

- (a) At all Council meetings of DPNA, the President, if present shall be the Chairperson. In the absence of the President, the Senior Vice President shall act as Chairperson. In the absence of both the President and the Senior Vice President, the Junior Vice President shall preside;

- (b) If neither the President, nor the senior Vice President nor the Junior Vice President is present, the meeting shall elect a Chairperson from among the members of the Management Committee present;
- (c) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- (d) The number of persons present to constitute a quorum at Council Meetings shall be one half (1/2) of the number of affiliated clubs, and no less than six Management Committee members;
- (e) Any Club not being represented at Council Meetings or Annual General Meeting without leave of absence being granted or a suitable reason being given, shall be fined for each meeting they are without any representation such sum as shall be determined by vote at the previous Annual General Meeting;
- (f) No proxy voting shall be allowed at a Council Meeting;
- (g) The accidental failure to give any member the required notice shall not invalidate a meeting nor any of the business of the meeting;
- (h) Each Life Member, Delegate and Management Committee member is entitled to one vote on any question before the meeting. The Chairperson shall have a casting vote only;
- (i) Voting on any question or motion before the meeting shall be as directed by the Chairperson, save that a secret ballot shall be taken if requested by three members present. In such case the Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be a resolution of the meeting at which the ballot was held;
- (j) All questions, unless otherwise provided for elsewhere in these Rules, shall be determined by a simple majority of those present and voting on the question. In the case of elections where more than two persons stand for a single position, the one receiving the greatest number of votes shall be declared elected. In the case where the number of offices or vacancies to be filled is greater than one and the number of candidates exceeds the number of such offices or vacancies by at least two, then the candidates shall be declared elected in order beginning with the person gaining the highest number of votes, second highest and so on until the vacancies are filled;

8.2 *Category of Meeting*

Formal meetings of DPNA shall come within one of the following categories:

- (a) Annual General Meeting
- (b) Ordinary Council Meeting (general meeting)
- (c) Special Council Meeting
- (d) Management Committee Meeting
- (e) Other Committee and Sub-Committee Meetings.

Conduct of Council Meetings**Annual General Meeting****a) Venue**

The Annual General Meeting shall be held during the last quarter of each year on a date and time to be determined by the Management Committee;

b) Notice of Meeting

The Secretary shall give at least ninety (90) days notice in writing of the date and time of the Annual General Meeting and at least thirty five (35) days notice in writing to all members of the venue of the Annual General Meeting indicating that notices of motion and nominations for Life Membership should be in the hands of the Secretary at least twenty-one (21) days prior to the scheduled date of the meeting. The Secretary shall give at least fourteen days notice in writing of the Agenda of the Annual General Meeting. Notice of any special business, including notices of motion and election of Life Members, to be brought before the meeting shall also be notified at this time;

c) Commencement of Meeting

If within half an hour from the time appointed for the commencement of the Annual General Meeting, a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half and hour from the time appointed for the meeting, the members present form a quorum;

d) Agenda

The order of business at the Annual General Meeting shall be as follows:

- (i) Apologies;
- (ii) Confirmation of Minutes of previous Annual General Meeting and/or Ordinary Council Meeting and/or Special Council Meeting;
- (iii) Business arising from the Minutes;
- (iv) Consideration and receipt of the Annual Report and Audited Financial Statement;
- (v) Consideration of Notices of Motion;
- (vi) Election of Office Bearers, Sub-Committees of DPNA as required, Delegates to NQ, and delegates to other bodies determined by the Management Committee;
- (vii) Appointment of Auditor;
- (viii) Determination of fees appropriate to each category of member, fines bonds and all other fees for the ensuing year;
- (ix) Calendar of Events for the ensuing year;
- (x) General Business.

e) Quorum

A quorum at Annual General Meetings of DPNA is one half (1/2) of the number of financial affiliated Clubs and not less than six Management Committee Members. No

business shall be transacted unless a quorum of members is present when the meeting proceeds;

f) *Notice of Motion*

Any member may submit a notice of motion for consideration by the Annual General Meeting. Such notice shall be in writing and be with the Secretary at least twenty-one (21) days prior to the scheduled date of the meeting;

g) *Appointment of Auditor*

The Annual General Meeting shall appoint an Auditor annually;

h) *General Business*

Members present may raise any other business relevant to the operations of DPNA under this item on the Agenda;

i) *Delegates to NQ*

The elected Delegates shall represent DPNA at NQ delegates meetings. Such delegates are to carry out the wishes of the Management Committee when instructed to do so and shall report fully on all activities of NQ;

j) *Adjournment*

The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting;

k) *Record of Proceedings*

The Secretary shall cause full and accurate minutes of all question, matters, resolutions and other proceedings of every Annual General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring accuracy of the recording of such minutes, the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or Annual General Meeting.

8.3.1 *General Operation*

- a) Each affiliated Club shall be entitled to be represented at any Council Meeting of DPNA by two delegates, each such delegate having full voting rights – namely one per delegate;
- b) Each member of the Management Committee should attend all Council Meetings of DPNA and shall be entitled to move, second, speak and vote upon any motion thereat. The Chairperson of any Council Meeting shall have a casting vote only;
- c) Voting at all Council Meetings shall be by as directed by the Chairperson, unless a ballot is required by the Rules or requested by at least three of the persons present and entitled to vote;
- d) A motion may be carried by a simple majority of persons present and entitled to vote unless otherwise provided in the Rules;

8.4 Ordinary Council Meeting (General Meeting)

a) Frequency of Meetings

The date and time of the meeting of the Council, to be held at least three times per year, shall be fixed by the Council at the Annual General Meeting and each member of the Council shall be notified of the same. Unless there is some subsequent alteration made by the Council to the date and/or time of the meeting, no further notice of the time and date need be given. Other Ordinary Council Meetings may be convened by the President as may be deemed appropriate;

b) Venue and Notice of Meetings

The venue of Ordinary Council Meetings shall be determined by the Management Committee and advised to each member by the Secretary with not less than seven days notice being given;

c) Agenda

The order of business at an Ordinary Council Meeting shall be as determined by the Management Committee.

d) Quorum

A quorum at Council Meetings of DPNA is one half (1/2) of the number of financial affiliated Clubs and not less than six Management Committee Members. No business shall be transacted unless a quorum of members is present when the meeting proceeds;

e) Notice of Motion

Any member may submit a notice of motion for consideration by the Ordinary Council Meeting. Such notice shall be in writing and be with the Secretary at least fourteen (14) days prior to the scheduled meeting date;

f) General Business

Members present may raise any other business relevant to the operations of DPNA under this item on the Agenda;

g) Adjournment

The Chairperson may, with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no other business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of any adjournment or of the business to be transacted at an adjourned meeting; and,

h) Record of proceedings

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Council Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring accuracy of the recording of such minutes, the minutes of any Council Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Ordinary Council Meeting.

Special Council Meeting**a) Requirements for convening such a meeting:**

A Special Council Meeting shall be convened by the Secretary in any one of the following circumstances:

- i) at the President's discretion;
- ii) when directed to do so by the Management Committee;
- iii) on the requisition in writing signed by not less than one third (1/3) of the members presently on the Management Committee or not less than one third (1/3) of the affiliated Clubs of DPNA – such requisition shall clearly state the reasons why such Special Council Meeting is being convened and nature of the business to be transacted thereat; and,
- iv) on being given notice in writing of an intention to appeal against a decision of the Management Committee to reject an application for membership or to terminate the membership of any member;

b) Venue and Notice of Meeting

The venue of a Special Council Meeting of DPNA shall be determined by the Management Committee within fourteen days of the requirements for convening such a meeting being met, and advised to each member of DPNA with not less than seven days notice being given. The notification of the Special Council Meeting shall set out clearly the business for which the meeting has been called and no other business shall be dealt with at that Special Meeting;

c) Agenda

The order of business at a Special Council Meeting shall be as follows:

- i) Apologies
- ii) Consideration of the business for which the meeting has been called

d) Quorum

A quorum at Special Council Meetings of DPNA is one half (1/2) of the number of financial affiliated Clubs and not less than six Management Committee members. No business shall be transacted unless a quorum of members is present when the meeting proceeds;

e) Adjournment

The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no other business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give notice of any adjournment or of the business to be transacted at an adjourned meeting;

f) Record of proceedings

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Special Council Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring accuracy of the recording of such minutes, the minutes of any Special Council

Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Ordinary Council Meeting; and,

g) *Custody of Books*

The Secretary shall maintain the custody of all books containing minutes or records of proceedings of all formal meetings of DPNA, maintenance of records, important documents and other items pertaining to the good management of DPNA.

9. COUNCIL

9.1 *Personnel*

The Council of DPNA shall consist of all office bearers of DPNA, two delegates from each affiliated club and life members.

9.2 *Powers of Council*

The Council shall be responsible for the execution of the objects of DPNA and without in any way limiting this responsibility shall have power:

- (a) To control and manage the affairs of DPNA;
- (b) To fix fees payable by members and to enforce payment thereof;
- (c) To control the funds of DPNA 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 DPNA and to give security therefore; to enter into guarantees of indebtedness on behalf of any Affiliated Club; and, general, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of DPNA;
- (d) To deal with and adjudicate any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of DPNA by a Registered Member;
- (e) To appoint any delegate or delegates to represent DPNA for any purpose with such powers as may be thought fit;
- (f) To make, amend and record rulings and by-laws.

10. MANAGEMENT COMMITTEE

10.1 *Office Bearers*

The Management Committee of DPNA shall comprise the following:-
President; Senior Vice President; Junior Vice President; Secretary; Treasurer; Senior Registrar; Junior Registrar; Netta Registrar; Property Officer; Umpires Convenor; Coaching Convenor; Representative Team Co-ordinator; Fixtures Convenor; Promotions Officer; and Grounds Convenor.

10.2 *Eligibility for Election to the Management Committee*

- a) All candidates for election to the Management Committee together with the proposer and seconder must be:
 - (i) A member of an affiliated club;
 - (ii) An associate member who is independent of any affiliated club (ie not a financial member nor an office bearer of an affiliated club). Once elected to the Management Committee, that person shall not become either a financial member or an office bearer of an affiliated club during their term of office;

- (iii) Life Members of DPNA;
- b) Up to but not exceeding one-third of the Management Committee may be independent and/or Life Members;
- c) No Club may have more than three representatives as members of the Management Committee save in the case of insufficient nominations being received in which case other persons from such Club may nominate for vacant positions.

10.3 Election to Membership

At the Annual General Meeting of DPNA, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

The election of the Management Committee shall take place in the following manner:

- a) Any two members of DPNA or of an affiliated club shall be at liberty to nominate any eligible person as per 10.2(a) to serve as an Management Committee member of DPNA;
- b) The nomination, which shall be in writing and signed by the member and the proposer and seconder, shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place;
- c) A list of the candidates' names in alphabetical order, with the proposers' and seconders' names shall be posted on the DPNA website for at least seven days immediately preceding the Annual General Meeting;
- d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member eligible to vote at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies; and,
- e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

10.4 Resignation and/or Removal of a Member

- a) Any member of the Management Committee may resign from membership of the committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on the later date.
- b) Any member of the Management Committee may be removed from office at a Council Meeting where that member shall be given the opportunity to fully present her/his case. The question of removal shall be determined by the vote of members present at such Council Meeting and a member has no right of appeal against the member's removal from office under this rule.

10.5 Vacancies

- a) The Management Committee shall have the power at any time to appoint any person listed in 10.2 to fill any casual vacancy on the Management Committee until the next Annual General Meeting; and,
- b) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the

number of members of the Management Committee to that number or of summoning a Council Meeting of DPNA, but for no other purpose.

10.6 Functions of Management Committee

- a) Subject to this constitution or a resolution of the members of DPNA carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of DPNA.
- b) The Management Committee has authority to interpret the meaning of this constitution and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
Note — The Act prevails if DPNA's rules are inconsistent with the Act—see section 1B of the Act.
- c) The Management Committee may exercise the powers of the association—
 - i) to borrow, raise or secure the payment of amounts in a way the members of DPNA decide; and
 - ii) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by DPNA in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
 - iii) to purchase, redeem or pay off any securities issued; and
 - iv) to borrow amounts from members and pay interest on the amounts borrowed; and
 - v) to mortgage or charge the whole or part of its property; and
 - vi) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of DPNA; and
 - vii) to provide and pay off any securities issued; and
 - viii) to invest in a way the members of the association may from time to time decide.
- d) For subrule (c) (iv) , the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
 - i) the financial institution for DPNA; or
 - ii) if there is more than one financial institution for DPNA—the financial institution nominated by the Management Committee.
- e) The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of DPNA.

10.7 Operations

- a) Subject to the limitation that it shall meet regularly not less than once every two calendar months between February and November and otherwise not less than once every three calendar months, the Management Committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings and proceedings as it sees fit;
- b) No proxies shall be allowed at Management Committee Meetings;

- c) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last Council Meeting of the members, shall constitute a quorum;
- d) Subject as previously provided in these Rules, the Management Committee may meet together and regulate its proceedings as it thinks fit – provided that questions arising at any meeting of the Management Committee shall be decided upon by a majority of votes and, in the case of equality of votes, the question be deemed to be decided in the negative;
- e) The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- f) A committee member who participates in the meeting as mentioned in subrule (e) is taken to be present at the meeting.
- g) A member of the Management Committee shall not vote in respect of any contract or proposed contract with DPNA in which he/she is interested, or any matter arising there from, and if he/she does so vote his/her vote shall not be counted;
- h) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than 1/3 of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat;
- i) No less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat;
- j) The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Senior Vice President shall be Chairperson or if the Senior Vice President is not present the Junior Vice President shall be Chairperson or if the Junior Vice President is not present at the meeting then the members may choose one of their number to be the Chairperson of the meeting;
- k) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse;
- l) Any member of the Management Committee who fails to attend three consecutive meetings of the of the Management Committee without leave of absence granted by the Committee shall cease to be a member of the Committee and a casual vacancy shall be deemed to have occurred;
- m)
 - i) Having regard to the sub-committees listed in the By-Laws, the Management Committee may constitute such other sub-committees as deemed appropriate for the smooth operation of the affairs of DPNA. At least one member of the Management Committee shall be delegated to serve on such sub-committees and to report back as appropriate;
 - ii) The Management Committee may delegate any of its powers to a sub-committee as the Management Committee thinks fit. Any sub-committee so

formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee;

- iii) A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the appointed time for holding the meeting, the members present may choose one of their number to be Chairperson of that meeting; and,
- iv) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of equality of votes, the question shall be deemed to be decided in the negative;
- n) All acts done by the Management Committee at a meeting or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee;
- o) A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee;
- p) In the event of any matter arising which has not been provided for in these Rules, the Management Committee shall have full authority to act on the question as deemed appropriate;
- q) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee Meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting – provided that the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or Annual General Meeting;

11. EXECUTIVE COMMITTEE

11.1 The Executive Committee of DPNA shall consist of the President; Senior Vice President; Junior Vice President; Secretary; Treasurer. The Executive Committee shall exercise those powers delegated to it by the Management Committee.

11.2 *Function*

To consider the forward planning of DPNA, to deal with operational issues delegated by the Management Committee and to deal with any urgent business which may arise between meetings of the Management Committee.

11.3 *Operation*

- (a) The Executive Committee manages the affairs of DPNA in accordance with policy and other determinations made from time to time by the Management Committee and the Council of DPNA;
- (b) The Executive Committee must report to the Management Committee at its next meeting any action taken in respect of urgent matters and seek ratification of the action taken;
- (c) The Executive Committee is required to prepare a statement of estimated income and expenditure and a calendar of events for the ensuing year for the consideration of the Management Committee and subsequently at the Annual General Meeting;
- (d) To develop DPNA's strategic plan from time to time and budget for the consideration of the Management Committee; and,
- (e) To prepare sponsorship proposals for DPNA; and,
- (f) To seek information about grants available from government and other sources for DPNA's activities, and to ensure that application is made by DPNA for available funds.

12

SECRETARY

12.1

Appointment or Election of Secretary

- (a) The secretary of DPNA must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
 - (i) a member of DPNA elected by DPNA as secretary; or
 - (ii) any of the following persons appointed by the Management Committee as secretary—
 - (1) a member of DPNA Management Committee;
 - (2) another member of DPNA or of an affiliated club;
 - (3) another person.
- (b) If DPNA has not elected an interim officer as secretary for the association before its incorporation, the members of the Management Committee must ensure a secretary is appointed or elected for DPNA within 1 month after incorporation.
- (c) If a vacancy happens in the office of secretary, the members of the Management Committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- (d) If the Management Committee appoints a person mentioned in subrule 12.1 a)(ii)(2) or (3) as secretary, other than to fill a casual vacancy on the Management Committee, the person does not become a member of the Management Committee.
- (e) However, if the Management Committee appoints a person mentioned in subrule 12.1 a)(ii)(2) as secretary to fill a casual vacancy on the Management Committee, the person becomes a member of the Management Committee.
- (f) If the Management Committee appoints a person mentioned in subrule 12.1 a)(ii)(3) as secretary, the person does not become a member of the Management Committee.

- (g) In this rule— ***casual vacancy***, on a Management Committee, means a vacancy that happens when an elected member of the Management Committee resigns, dies or otherwise stops holding office.

12.2 Removal of Secretary

- (a) The Management Committee of DPNA may at any time remove a person appointed by the Committee as the secretary.
- (b) If the Management Committee removes a secretary who was a person appointed under Rule 12.1 (a)(1) or (ii)(1) the person remains a member of the management committee.

12.3 Functions of Secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of DPNA, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of DPNA; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to DPNA;
- (d) maintaining the register of members of DPNA;
- (e) Keeping a record of the names and addresses of all office bearers.

13 ADMINISTRATION FINANCE

13.1 Funds and Accounts

- (i) The funds of DPNA shall be derived from annual membership fees, other fees and donations, grants and subject to any resolution passed by DPNA in a Council meeting, such other sources as the Management Committee determines;
- (ii) The funds of DPNA must be kept in an account in the name of the association in a financial institution decided by the Management Committee;
- (iii) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of DPNA;
- (iv) All amounts must be deposited in the financial institution account as soon as practicable after receipt;
- (v) A payment by the association of \$100.00 or more must be made by cheque or electronic funds transfer;
- (vi) If a payment of \$100.00 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - (a) the president;
 - (b) the secretary;
 - (c) the treasurer;
 - (d) One other member of the Executive Committee who has been authorised by the committee to sign cheques issued by DPNA.

- (vii) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (viii) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (ix) A petty cash account must be maintained, and the Management Committee must decide the amount of petty cash to be kept in the account.
- (x) All expenditure must be approved or ratified at a Management Committee meeting.

13.2 General financial matters

- (a) On behalf of the Management Committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (b) The income and property of DPNA must be used solely in promoting DPNA's objects and exercising DPNA's powers;
- (c) No income or property of DPNA may be paid or transferred, directly or indirectly to any Member;
- (d) Nothing in this clause prevents the payment in good faith of any of the following:
 - (i) Reasonable remuneration to any officers or employees of DPNA for services actually rendered to DPNA;
 - (ii) An amount to any Member in return for any services actually rendered to DPNA or for goods supplied in the ordinary and usual course of business.

13.3 Distribution of surplus assets to another entity

- (a) This rule applies if DPNA—
 - (i) is wound-up under part 10 of the Act; and
 - (ii) has surplus assets.
- (b) The surplus assets must not be distributed among the members of DPNA.
- (c) The surplus assets must be given to another entity—
 - (i) having objects similar to the association's objects; and
 - (ii) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (d) In this rule **surplus assets** has the same meaning as in section 92(3) of the Act.

13.4 Fees and Levies

- (a) All fees shall be determined at the Annual General Meeting of DPNA or at a Special Council Meeting convened for the purpose. Proposals to effect this shall be considered at a properly convened meeting and voted for by three quarters of those present and entitled to vote at the meeting.
- (b) Levies may be imposed by the Management Committee on all affiliated Clubs.

13.5 Bond

- (a) Each affiliated Club shall pay to DPNA a bond as set out in the By-Laws as a guarantee of performance in respect to its responsibilities to DPNA and netball.
- (b) This bond shall be forfeited if in the opinion of the Management Committee, the Club has failed to carry out its responsibilities to DPNA.

13.6 Financial Year

The financial year of DPNA shall be from 1 September to 31 August each year.

13.7 Auditors

A person who is not a member of DPNA shall be elected auditor of the Association for the purpose of monitoring and reporting on its financial affairs.

14. INDEMNITY

- a) No affiliated Club, official, delegate or member of DPNA shall have any claim, legal or otherwise, against DPNA or its officers for any act done in good faith in the execution of their duties;
- b) These Rules and By-Laws shall repeal all previous regulations but, except as specifically provided, shall not affect any right, duty or liability or any matters or act done or commenced, acquired or imposed under the previous Constitution; and,
- c) DPNA shall indemnify any officer of DPNA acting in good faith and within the scope of her/his duties as prescribed by the Rules against any claim, liability, loss or damage which she/he may incur in consequence of any act, omission or error on her/his part.

15. AMENDMENTS TO THE BY-LAWS

The Council may from time to time make, amend or repeal By-Laws for the internal management of DPNA provided that same are not inconsistent with this Constitution, have been submitted in writing as a Notice of Motion and circulated in accordance with the By-Laws governing the conduct of Council Meetings and passed by three quarters of the members present and eligible to vote at the relevant Council Meeting.

16. AMENDMENTS TO THE CONSTITUTION

- 1. Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 2. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

17. COMMON SEAL

- 1. The management committee must ensure the association has a common seal.
- 2. The common seal must be—
 - a) kept securely by the management committee; and
 - b) used only under the authority of the management committee.

3. Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - a) the secretary; or
 - b) another member of the management committee; or
 - c) someone authorised by the management committee.

18. PECUNIARY INTERESTS

Any member of the Management Committee who has potentially a pecuniary interest in any dealing with DPNA whatsoever shall be bound to declare publicly at meetings of DPNA such interest and shall be excused from all meetings whilst the particular dealing is discussed, debated and voted upon. Failure to abide by this provision may negate any decision favourable to such Management Committee member and the Management Committee may require the immediate resignation of that Management Committee member.

19. DISSOLUTION OF DPNA

- (a) DPNA shall not be dissolved except by special resolution passed by majority of at least three quarters (3/4) of the members present and voting at a special council meeting of DPNA of which not less than twenty-one (21) days written notice specifying the resolution to be proposed has been given;
- (b) On dissolution of DPNA, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to NQ to be used for the promotion of netball and for purposes as determined by NQ.

20. DISCIPLINE

- (a) The authority of DPNA shall extend to and be recognised by all registered members of DPNA and shall be primarily vested in the Council;
- (b) The Council shall hold the power to deal with and adjudicate upon any complaints made to it of misconduct generally detrimental to the policy, interests or welfare of DPNA by any registered member;
- (c) The Council shall vest responsibility for any complaint made to it of misconduct by any registered member in the Executive Committee and the Discipline Committee. Such a complaint need not be lodged by a registered member;
- (d) The Council and/or its delegate may reprimand, impose upon, fine, suspend or expel from membership for such periods it thinks fit any registered member to whom this constitution applies. This power shall subject to this Rule automatically be vested in the Discipline Convenor, the Executive Committee and the Discipline Committee;
- (e) The Executive Committee shall consider the complaint and if it considers the complaint to be of a serious nature the Executive Committee shall cite the offending player or club and require them to appear before the Discipline Committee;
- (f) The policy for disciplinary proceedings shall set out the process in which complaints are to be dealt with by the Discipline Committee, the sanctions that may be imposed and the process for lodging and hearing an appeal from a decision of the Discipline Committee;

- (g) The Executive Committee if it determines the matter should not be referred to the Discipline Committee may nevertheless issue a conduct warning to an individual member or team in relation to a complaint;
- (h) A member or team against whom a conduct warning has been issued by the Executive Committee shall have the right to appeal warning in writing within seven (7) days of the date of receipt of such conduct warning. Any such warning shall be directed or determined by the Discipline Committee in accordance with the Policy for Disciplinary Proceedings;
- (i) A member against whom disciplinary action of any form has been determined by the Discipline Committee shall have the right to appeal in writing, within seven days of the date of notification of such disciplinary action to be taken. Any such appeal shall be directed to, and determined, by the Appeals Committee in accordance with the Appeals Policy of DPNA;
- (j) Nothing in this Clause of the Constitution or By-Laws shall prevent the Discipline Convenor of DPNA from dealing directly with the complaint if the Discipline Convenor considers the complaint to be of trivial or minor nature and can be determined conveniently without the need to refer the matter to the Executive Committee provided:
 - (i) The Discipline Convenor advises the affected parties of their right to formally request the complaint be considered by the Executive Committee, and
 - (ii) Reports to the Executive Committee the nature of the complaint and any action taken by the Discipline Convenor.

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SECTION B – BY-LAWS

1 **APPLICABILITY**

These By-Laws complement and operate in conjunction with the Constitution/Rules of DPNA.

2 **MEMBERSHIP**

2.1 **Fees, Subscriptions, Levies**

- a) All fees for the ensuing year shall be recommended by the Management Committee for determination at the Annual General Meeting;
- b) **Affiliated Clubs** shall be liable to pay to DPNA each year:
 - i) **Affiliation Fees** – payable with the application for membership;
 - ii) **Registration Fees** – payable on the date specified by the Management Committee for each player registered with any team taking part in each fixture or competition drawn up and directly controlled by DPNA and club coaches, umpires and officials of affiliated clubs.)
 - iii) **Ground Fees** – payable on a date specified by the Management Committee in respect of each fixture played upon grounds controlled by DPNA;
 - iv) **Netball Queensland Fees** – payable once in each year with the registration fees for each player registered with any team taking part in fixtures or competitions drawn up and directly controlled by DPNA, affiliated club coaches, umpires, officials and committee members of affiliated clubs;
 - v) Such special levies for any specific purpose as determined by the Management Committee from time to time; and,
 - vi) Carnival fees shall be additional to all other fees and shall be payable separately according to carnival requirements;
- c) **Associate Members** shall be liable to pay to DPNA each year an affiliation fee as determined by the Council from time to time.
- d) Any monetary increases made by NQ may be passed on to affiliated clubs.

3 **GOVERNANCE**

3.1 **Duties of Executive Committee**

3.1.1 **President**

Duties associated with this position include the following:

- a) To serve as an ex-officio member on all committees and sub-committees of DPNA;
- b) When in attendance, to preside at all General Meetings, Council Meetings, Executive Committee Meetings and Management Committee Meetings and to see that the business is conducted in a proper manner in accordance with the provisions of the Rules of DPNA; and,
- c) To serve as convenor of the Discipline Committee;

- d) To endeavour at all times to ensure the general well-being of DPNA and to act as spokesperson for DPNA when appropriate having regard to the objects, policies and decisions determined in accordance with the Rules of DPNA.

3.1.2 Senior Vice President

The duties associated with this position include the following:

- a) To assist the President to achieve the objectives of DPNA and to ensure its general well-being; and,
- b) In the absence or incapacity of the President to exercise all the powers, authorities and duties of the President;
- c) To serve as convenor of the Appeals Committee as required.

3.1.3 Junior Vice President

The duties associated with this position include the following:

- a) To assist the President and Senior Vice President to achieve the objectives of DPNA and to ensure its general well-being; and,
- b) In the absence or incapacity of the President and the Senior Vice President to exercise all the powers, authorities and duties of the President.

3.1.4 Secretary

The Secretary shall:

- a) Serve as an ex-officio member on all Committees and Sub-Committees of DPNA;
- b) Carry out all duties as may be required by the Management Committee having regard to the provisions of the Rules of DPNA;
- c) The Secretary's duties shall include ensuring that the following functions are performed:
 - (i) Issuing all Notices of Meetings in accordance with the Rules of DPNA together with an Agenda;
 - (ii) Keeping books containing copies of the minutes or records of proceedings of all formal meetings of DPNA for use as may be required. In particular all such books are to be available at all reasonable times for inspection by any financial member who has previously applied to the Secretary for that inspection;
 - (iii) Conducting the correspondence of DPNA and keep files of all such correspondence, records and reports of sub-committees' officers, delegates and officials;
 - (iv) Receiving and placing before the Management Committee all applications for membership;
 - (v) Keeping a record of names and addresses of all members of DPNA, in particular keeping a record of names and addresses of Secretaries of all Affiliated Clubs of DPNA;
 - (vi) Keeping a register of colours and uniforms of Affiliated Clubs of DPNA;
 - (vii) Keeping a record of all Life Members of DPNA;

- (viii) Ensuring that a copy of the current Constitution/Rules are available to each new Club of DPNA;
- (ix) Keeping updated copies of the Constitution/Rules for the advice of all members;
- (x) Arranging for the carrying out of all clerical work associated with the conduct of the affairs of DPNA;
- (xi) Preparing an Annual General Report for presentation to the Annual General Meeting of DPNA;
- (xii) Recording and distributing the Minutes of all meetings of DPNA as required;
- (xiii) Maintaining the record of all motions and resolutions passed at meetings of the Management Sub-Committee, Executive Committee and the Council of DPNA;
- (xiv) Maintaining a record in an appropriate book of all persons who hold keys which pertain to DPNA buildings and netball courts; and,
- (xv) The hiring of DPNA courts.

3.1.5 *Treasurer*

The treasurer shall ensure that the following functions are performed:

- a) Ensuring that all the books and accounts of DPNA are kept;
- b) Preparing a statement of receipt and expenditure for presentation to each Management Committee Meeting and Council Meeting;
- c) Receive all monies and issue receipts for all payments, pay such money into the bank and produce bank receipts, bank books and bank statements at each Management Committee Meeting and Ordinary Council Meeting and Special Council Meeting;
- d) Pay all fees due to NQ when authorised by the Management Committee;
- e) Present all accounts incurred by DPNA to be passed for payment by the Management Committee. In matters of urgent necessity, payment may be made, but must be ratified at the next Management Committee Meeting;
- f) Close the books on 31 August each year and prepare a Balance Sheet and such other relevant financial records as may be required by DPNA Auditor, when the latter is carrying out the duties of the position;
- g) Present a properly audited Balance Sheet and Financial Report to the Annual General Meeting of DPNA;
- h) Keep up to date records relating to player insurance and ensuring that necessary relevant details and premiums relating thereto are forwarded to NQ as appropriate;
- i) Supervising the operation of the canteen; and,
- j) Performing, having regard to the Rules of DPNA, such other duties as the Management Committee may direct from time to time.

3.2 *Sub-Committees* ***General***

- a) Standing Committees and Sub-Committees of the Management Committee of DPNA shall be as follows:
 - i) Selection Panels

- ii) Grading Committee
 - iii) Umpires Committee
 - iv) Protest Committee
 - v) Coaching and Development Committee
 - vi) Grounds Committee
 - vii) Discipline and Complaints Committee
- b) All members of sub-committees shall be either members of the Management Committee, other members of DPNA or members of Affiliated Clubs;
 - c) The Convenor of each sub-committee may be a member of the Management Committee;
 - d) Nominations for membership of all standing sub-committees shall be considered at the Annual General Meeting and an election held if necessary. Positions not filled at the Annual General Meeting and casual vacancies occurring on any sub-committee shall be filled by appointment by the Management Committee.
 - e) Two members of the same Club shall not be eligible for election to any sub-committee. Notwithstanding this requirement, if any position remains unfilled due to insufficient nominations, other persons from that Club may be appointed by the Management Committee to fill the vacancy; and,
 - f) At any meeting of any committee/sub-committee, a quorum shall comprise at least 50% plus one of the members entitled to attend.

3.2.1 Selection Panels

The Selection Panels will comprise members appointed by the Executive Committee in consultation with the Coaching Convenor and Rep Coordinator. The selection panels shall consist of three members per team. Members may serve on more than one selection panel. Where practical, the representative coaches of the teams in an age group will be members of selection panels in that age group. In appointing additional panel members consideration will be given to selection experience and ensuring there is a balance in Clubs represented on the panel. Where the coach of the team is on the selection panel, the coach will be the convenor for that selection and where the coach is not on the selection panel, the members of the panel will elect the convenor.

The duties of the Selection Panels shall be:

- a) When requested by the Management Committee to select a representative team or teams, a selection panel shall conduct trials and submit its final selection(s) to the Management Committee for ratification. Coaches not already on the Selection Panel may be invited by the Selection Panel to attend any discussion they may hold without the right to vote;
- b) When a replacement player/s is required for any representative team/s prior to the commencement of the team training, selectors will consult the list of reserves and replace with the selected reserve for the required playing area. If no player of a suitable standard in the specific position vacated was identified at the original trials, selectors may invite a replacement player of their choosing. This player must be ratified by DPNA Committee prior to any announcement being made.

When a replacement player is required due to injury during the season, the team coach will consult with the selection panel for a temporary/permanent replacement.

The named reserves should be the first players considered but may not necessarily be selected. The team balance will determine the replacement.

3.2.2 Grading Committee

The Grading Committee shall comprise the Executive Committee and members of Management Committee nominated by the Management Committee.

The duties of the Grading Committee shall be:

- a) To paper grade teams according to club registration forms and the previous year's official results sheet; and,
- b) To submit final gradings to the special paper grading delegates meeting.

3.2.3 Umpires Committee

The Umpires Committee shall consist of a Convenor who shall be a Management Committee member and **at least** four badged umpires within DPNA. The Convenor shall be elected at the Annual General Meeting and shall be the Chairperson of the Committee. (Where the word 'badged' is used in this document, it shall mean that the person to whom it applies is an umpire duly qualified according to the rules of and recognized by NQ).

Its duties shall be:

- a) To stimulate interest in coaching of umpires;
- b) To provide as far as possible for the adequate umpiring of matches;
- c) To arrange for the practical testing of umpires in accordance with the rules of NA;
- d) To keep a permanent record with detailed results of all theoretical and practical examinations of **badged umpires**;
- e) To report and record all alterations and interpretations as set down by NA;
- f) To deal with all umpiring interpretations and business that may arise in DPNA; and,
- g) To roster umpires for all finals games.

3.2.4 Protest Committee

The Executive Committee shall serve as the Protest Committee of the DPNA. In this capacity it shall receive and deal with all complaints and protests in relation to fixtures and competitions controlled by the DPNA;

3.2.5 The Appeals Committee

- a) The Appeals Committee shall be empowered to decide any appeal arising from the decisions of the Discipline Committee of DPNA. An appeal may only be lodged by a member of DPNA or an affiliated club who has been materially and adversely affected by a decision of the Discipline Committee;
- b) The Appeals Committee may allow an appeal only where it determines that:
 - (i) A matter has been decided on the basis of an incorrect factual premise;

- (ii) The Discipline Committee failed to follow the Discipline Policy, and such failure resulted in an injustice to the Appellant;
- (iii) A penalty imposed by the Discipline Committee is excessive.
- c) The Appeals Committee shall determine appeals in accordance with the Appeals Policy;
- d) The Appeals Committee shall have the power to:
 - (i) Dismiss the appeal;
 - (ii) Allow the appeal and in its discretion impose any penalty including waiving, reprimand, bonds, fines, suspension and expulsion or a combination of any of the above and/or waive any previous penalty as the Appeals Committee deems appropriate.
- e) A decision of the Appeals Committee is final;
- f) The Appeals Committee shall be appointed by the Appeals Convenor and shall consist of not less than three members of the Management Committee, including:
 - (i) The Appeals Convenor, unless there is a conflict of interest;
 - (ii) At least one member of the Executive Committee.

3.2.6 *Discipline Committee*

- a) The Discipline Committee shall be convoked by the Discipline Convenor upon receipt of communication from the executive committee relating to a specific disciplinary matter;
- b) Be governed in its deliberations by the procedure provided under the Policy for disciplinary proceedings;
- c) Shall be appointed by the Discipline Convenor and consist of three members of the Management Committee:
 - (i) Including at least one member of the Executive Committee;
 - (ii) The Discipline Convenor, unless the Discipline Convenor has a conflict of interest in which case the Discipline Convenor shall appoint the Junior Vice President as Discipline Convenor of the Committee for that hearing.

3.2.7 *Coaching and Development Committee*

- a) The Coaching and Development Committee shall consist of the Convenor and six additional members elected at the Annual General Meeting. It shall have the power to co-opt additional members, each of whom shall be holders of at least a Development Course Accreditation;
- b) The duties of the Coaching and Development Committee shall be:
 - (i) To arrange and conduct coaching sessions with a view to improving the standard of netball conducted by the DPNA;
 - (ii) Such other duties relating to coaching as may be directed by the Management Committee;

- (iii) To furnish a report to each Management Committee Meeting and to the Annual General Meeting of its activities;
- (iv) To provide Management Committee with recommendations as to the appointment of Coaches, managers and selectors for representative teams; and,
- (v) To co-ordinate in conjunction with the Representative Teams Coordinator the conduct of all trials for representative teams

3.2.8 Events Committee

- a) The Events Committee shall consist of the Convenor of the Fixture Committee and four additional members elected at the Annual General Meeting;
- b) The duties of the Events Committee shall include:
 - (i) To co-ordinate arrangements for the conduct of DPNA Carnivals and other events;
 - (ii) To draw up canteen rosters involving each Club affiliated with the DPNA;
 - (iii) To arrange entertainment, functions and fund raising activities for the benefit of the DPNA and to carry through such as may be approved by the Management Committee. In this regard the assistance of other members of the DPNA may be sought as appropriate in connection with particular activities; and,
 - (iv) To manage and control such other enterprises as shall be entrusted to it by the Management Committee.

3.2.9 Grounds Committee

- a) The Grounds Committee shall consist of the Grounds Convenor and four additional members elected at the Annual General Meeting;
- b) The duties of the Grounds Committee shall include:
 - (i) To ensure that court surfaces are maintained at a suitable standard for netball;
 - (ii) To ensure that the buildings and grounds are maintained;
 - (iii) To supervise the work of the Caretaker and Ground Staff;
 - (iv) To provide proposals for any improvements to the grounds, buildings and court surfaces for consideration by the Management Committee; and,
 - (v) To supervise the completion of any work approved by the Management Committee.

3.2.10 Special Purpose Committee

- a) In addition to the committees as set out in By-Laws 3.2(a), the Management Committee may appoint a sub-committee for a specific purpose. The duties of the sub-committee and the number of members shall be determined by the Management Committee.
- b) The Convenor of the sub-committee may be a member of the Management Committee.
- c) Nominations for membership of the sub-committee shall be called for from Affiliated Clubs and the sub-committee shall be filled by appointment by the Management Committee.

- d) At any meeting of the sub-committee, a quorum shall comprise at least 50% plus one of the members entitled to attend.

4. REPRESENTATIVE TEAMS

4.1 Competition Schedule

The DPNA representative teams shall compete in the NQ Championships and any other events as determined by the Management Committee.

4.2 Uniform

The Management Committee will determine the uniform to be worn by representative teams, with uniforms to incorporate the Downey Park colours of red, green and white and the DPNA emblem.

4.3 Team Management

- a) The conduct of the day-to-day operation of each team shall be vested in the Manager and/or Coach and Captain who shall be responsible for the team's activities at training and in competition;
- b) The Management Committee shall appoint the Manager, Coach and Umpire of each representative team and if required a primary carer. The Captain and Vice-Captain shall also be appointed by the Management Committee after receiving the advice of the Manager and Coach;

4.4 Selection Procedure

- a) To be eligible for selection in a team to represent DPNA, players shall satisfy the following conditions:
 - i) Be a member of an affiliated Club;
 - ii) Regularly participate in fixture competitions conducted by the DPNA; and,
 - iii) Complete and sign the relevant application form and forward same to DPNA or as otherwise directed by the Management Committee, together with any fee as determined by the Management Committee.
- b) Eligible players seeking selection are required to present themselves at all trial matches unless granted leave of absence by the Selection Committee;
- c) The Selection Committee may invite eligible players of the DPNA to participate in trials;
- d) Players selected in a representative team may be required to undertake a medical examination at the discretion of the Executive Committee; and,
- e) The Executive Committee at any time may require any selected player who fails to meet her obligations to stand down from a representative team and request the Selection Committee to choose a replacement.

4.5 Players' Responsibilities

- a) To wear the DPNA uniform correctly at all times when on the court and in other public forums as appropriate;
- b) To carry out all training programs and attend all training sessions set down by the Coach;

- c) To ensure the Manager and/or Coach are advised of any occasion they may be unable to attend a training session;
- d) Represent the DPNA on all official occasions; and,
- e) Ensure standard of play, sportsmanship and behaviour is of the highest order.

5. CLUB AFFILIATION: PROCEDURE AND ASSOCIATED RESPONSIBILITIES

5.1 Name and Colours

- a) Existing Clubs are required to use their current name and uniforms from year to year unless approval to change same is sought and granted by the Management Committee; and,
- b) Approval is required by new Clubs from the Management Committee concerning the name the Club wishes to use and the uniform prior to submission of the appropriate affiliation form.

5.2 Affiliation

- a) Each year all Clubs wishing to affiliate with the DPNA shall complete the appropriate affiliation form and forward it to the Secretary of the DPNA by the specified date together with the appropriate fees and levies which have been determined in accordance with the rules at the relevant Annual General Meeting; and,
- b) The DPNA has the right to refuse affiliation of any Club which does not conform to affiliation procedures established from time to time by the Management Committee or which fails to carry out its rostered duties, e.g. canteen and umpiring duties, etc.

5.3 Associated Responsibilities

Each Club admitted to membership of the DPNA is expected to meet the responsibilities and obligations associated with affiliation which include the following:

- a) Appointment of an Umpires' Convenor who, where possible, is an active umpire duly qualified according to the rules of and recognised by the NQ;
- b) Ensuring that each team can provide a qualified umpire, or a person capable of becoming same by passing an examination on umpiring, for competition games;
- c) Ensuring that it can meet its financial obligations to DPNA in terms of affiliation fees, registration fees, **Netball Queensland fees**, etc; and,
- d) Carrying out its rostered duties, (e.g. canteen and umpiring duties) as allocated. Failure to carry out rostered duties will incur a fine to be determined by the Annual General Meeting.

5.4 Fines and Bonds

The amount of the bond required to be paid by each affiliated Club shall be as determined by the Annual General Meeting of the DPNA from time to time.

- a) This bond shall be repayable to a Club upon its withdrawal from the DPNA subject to the Club having complied with its responsibilities as defined in the Rules and By-Laws of the DPNA;
- b) Without limiting the general powers as set out in the Constitution, this bond shall be forfeited for the following specific reasons:
 - i) Withdrawal of any team after grading;
 - ii) Any team forfeiting three games in any one round;

- iii) General disregard of its responsibilities as defined in the Rules and By-Laws of DPNA.
- c) Fines to be determined by the Annual General Meeting will be imposed on affiliated Clubs under the following circumstances:
 - i) Failure of an affiliated club to be represented by its delegates to attend meetings;
 - ii) Failure of a Club to supply umpires as required;
 - iii) Failure of a Club to fulfil canteen duties as rostered;
 - iv) Failure to notify of a forfeit before 12.00 noon on the last business day prior to the scheduled time of the fixture.

All fines imposed must be paid prior to the commencement of fixtures on the fixture day following notification before any team from that Club may compete in further fixture games.

6. **FIXTURE COMPETITIONS: RULES AND ASSOCIATED PROCEDURES**

6.1 Playing Grades

- a) The DPNA shall conduct Senior and Junior competitions in the grades designated as follows:

Open: Divisions as appropriate

Intermediate: 19 years and under: Divisions as appropriate.

Cadets: 15 years and under: Divisions as appropriate.

13yrs, 12 years, 11 years: Divisions as appropriate

NetSetGo: 8 years, 9 years, and 10 years: Divisions as appropriate.

NetSetGo to be non-competitive and these players shall not be permitted to play in any competitive division **except as in 6.5.2.e)**

NetSetGo players are those players who shall turn eight (8) years of age in the year in which they play but are not more than **ten (10)** years on 31 December of the current year.

- b) For the purpose of age fixture competitions conducted by DPNA a player's age is defined to be **their** age in years (as at the 31 December of the current year).
- c) A junior player is one whose age is at least eight and less than eighteen **as at 31 December in the current year.**
- d) A senior player is one whose age is at least eighteen or who shall turn eighteen years during the current year;
- e) Boys up to and including the year they turn **12 years during the current year** may be registered and play in a team provided that:
 - i) not more than three boys are registered in the one team and
 - ii) not more than three boys are permitted to play for a team in any one game.

- f) The DPNA reserves the right to organise other fixture competitions, e.g. using approved modified rules on a non-competitive basis or for players with a disability, as they may see fit and see a need.

6.2 Team Grading Procedures

- a) When Clubs have more than one team in the same age group they should grade their teams and number them in the order of standard.
- b) Paper Grading will be conducted as follows:
 - i) Clubs will be responsible for submitting accurate details of players in their registered teams, including details of players' previous experience and grades and that team's position in any previous competition fixture;
 - ii) Clubs will be responsible for nominating each team in the grade that they deem applicable having regard to experience and ability of the team;
 - iii) On the basis of information supplied by the Clubs and from DPNA records, the Grading Committee will make a preliminary grading of all nominated teams;
 - iv) A special paper grading delegates meeting will be held on a date nominated by the Management Committee. At that meeting, all Club delegates will be provided with a copy of the proposed paper grading for the fixtures. Each Club shall be entitled to question the provisional grading of any team at the meeting; and,
 - v) The decision of the special paper grading delegates meeting will be final and further changes or amendments will not be permitted;
- c) Clubs will be advised by the Secretary as soon as possible after Grading Day the Grades in which their teams have been placed;
- d) DPNA reserves the right to up or down grade teams if they deem it necessary after completion of the first round of fixtures. This decision will be made at the discretion of the **Executive** Committee. Clubs wishing to apply for a regrade must submit their application to the DPNA office before 12 noon on the last fixture day for the first round of fixtures. Clubs requesting that a team not be regraded must submit their request, and reasons supporting such request, before 12 noon on the last fixture day for the first round of fixtures. When a team is up or down graded, that team will start on the average number of points available for the games already played in the new division except that points scored by the team which has left the division will not be included in the calculation.

(NOTE: This rule does not permit age division teams to be transferred to an older age division).

6.3 Registration Procedures

6.3.1 Player Registration

- a) Each Club shall duly complete the official registration sheet setting out all names and required particulars of the players and shall forward same to the Secretary of the DPNA;
- b) All players must sign the registration form, not print their name;
- c) A player's age on the 31 December in the current year shall determine the minimum age group in which she may be registered;

- d) A player shall not compete in fixtures until her Club has registered her with the DPNA. The Club will be invoiced for all relevant fees which shall be determined and levied by the Council from year to year. Invoiced fees must be paid within 14 days.
- e) For all new players up to the age of nineteen (19) years the player's Club must sight their Birth Certificate, Extract, Passport or suitable proof of date of birth;
- f) New players may be registered by a Club up to and including the last fixture day;
- g) A player who is registered in a team in Netball Queensland's elite regional competition or in an Association's Open Division representative team must register in a team in the highest division in which her Club has a team.
- h) No player may compete in semi-finals or finals unless she has played in her respective Club three times in three separate fixture rounds during the fixture competition concerned except in the case of players who have competed in the DPNA Autumn competition, in which case the player must play in her respective Club seven times in seven separate fixture rounds during the fixture competition concerned;
- i) Players are not allowed to register in more than one team or Club: and,
- j) Penalty for playing an unregistered player – loss of the competition points the team would otherwise have been awarded for the matches plus no points and goals to be awarded for the match to an offending team. Competition points for the match to be credited to the non-offending team.

6.3.2 Team Registration

- a) Team registration shall close on a date to be fixed by the Management Committee each year;
- b) After this date, the only team entries to be accepted will be those which take up byes in the corresponding grades and age groups;
- c) Initial registration of at least seven players must be included on each team registration form;
- d) Team sheets shall consist of names of the players to be registered in that team. No alterations shall be made to team sheets after registration except as provided in 6.5.2 and unless a player plays three matches in a higher grade after the third week of fixtures.
- e) No refund of Downey Park fees will be made for players withdrawn from a team after the date for team registration unless there are exceptional circumstances. Netball Queensland Fees may be refunded, on application to Netball Queensland, if the player has not trained or taken the court for a competition game
- f) New players may be added to a team by completing the late registration form and their club paying the registration fee within 14 days of being invoiced by DPNA. The player must also report to the DPNA Control Desk to sign the Registration Card before taking the court. The player is not registered with DPNA until the Registration Card has been signed;
- g) No late registrations will be accepted on the first day of fixtures. Late registrations must be forwarded to the DPNA office by Wednesday prior to the commencement of fixtures.

6.3.3 Transfer of Players between Clubs

- a) In the event of a team or Club disbanding, its members shall be at liberty to play with any other Club with the consent of the Management Committee; and,
- b) No transfers between DPNA Clubs are permitted after the date for team registration. The only exception is in the case of School Clubs when a player leaves the school and is no longer eligible to play for the Club, and providing both Clubs agree to the transfer.

6.3.4 Insurance

- a) Insurance premiums are paid by members as part of their membership fee;
- b) Submission of all claims for insurance is the responsibility of the person claiming benefit;
- c) In respect of any injury claim by a member, the members Club must supply all relevant information pertaining to the player as required by the insurer; and,
- d) DPNA accepts no responsibility for any claim by a player who registers after the due date and who has failed to sign the team registration card.

6.3.5 Unfinancial Membership

- a) Any Club which has not paid all outstanding accounts before the start of play on the date for the conduct of semi-finals of a competition shall be declared unfinancial and shall not be eligible to participate in the final series; and,
- a) Any individual player who is reported to the DPNA by an affiliated club as being unfinancial shall be ineligible to affiliate with any other affiliated club until the original debt has been cleared.

6.4 Club Uniforms

- a) Clubs, upon joining the DPNA, shall register the uniform to be worn by their teams;
- b) No player shall be allowed to compete in competition matches unless wearing the registered uniform of her Club. A grace period of three fixture days is available at the start of the season if uniforms are not available and DPNA has been so advised in writing;
- b) Uniforms shall be of a design approved by the Management Committee;
- d) Bikini briefs are not permitted and pants must be of a modest design and material. Little boy leg bike pants not protruding below the bottom of the skirt are permitted.
- e) It is the Club's responsibility to see that all of its players are in the registered uniform. If there should be a valid reason for a player being out of uniform then prior permission must be obtained from the Executive Committee.

6.5 Competition Rules

6.5.1 Rules of Play

Except as specifically provided for below, the rules of play in all competition matches shall be those approved and adopted by NA and set down in its official rule book.

6.5.2 Team Membership Regulations

- (a) (i) Of the players registered in a team in accordance with **Clause 6.3.2** of the By-Laws, a Club may during the first three weeks of fixtures, select up to three players to play down (i.e. play in a lower division than that in which the player is registered) or across (i.e. play in another team in the same division as that in which the team is registered). This rule does not permit age graded players to play below their correct age group.

Penalty: No points and goals to be awarded for the match to the offending team, **the team with which the fourth player has played.** Competition points will be awarded to opponents.

(a) (ii) After the third week of fixtures should a Club wish to make alterations to the registered team in accordance with (i) above, a final team of at least seven players shall be submitted prior to the commencement of the fourth week of fixtures;

b) From and including the fourth week of fixtures, no player shall be allowed to play in a lower grade than the one in which she is registered;

Penalty: No points and goals to be awarded for the match to the offending team. Competition points will be awarded to opponents.

c) From and including the fourth week of fixtures, where it occurs that a Club has more than one registered team in the same grade, the players cannot play for the other team in that division. The players cannot be transferred from one to another without the approval of the DPNA Management Committee. Transfer is only permitted in exceptional circumstances

Penalty: No points and goals to be awarded for the match to the offending team. Competition points will be awarded to opponents.

d)

(i) From and including the fourth week of fixtures, players may play in a higher grade than that in which they are registered on three occasions but on the fourth occasion must remain in the team in which they played on that occasion. This rule does not preclude a player from playing in a higher grade prior to week four of the Competition.

(ii) Where two fixture rounds are played on the same day for the purpose of making up a wet fixture and, during the day, a player plays up in the same team for the two fixture games, it shall be recorded as playing up on one occasion only

e) A 10 years player (i.e. one who will be ten (10) by 31 December in the current year) registered in a non-competitive team may play up in an 11 years team on not more than two occasions. The player may not play up on a third occasion.

Penalty: no points and goals to be awarded for the match to the offending team. Competition points and the game will be awarded to opponents.

f) In finals it is expected that teams will use their registered team members wherever possible, however in the event a player is unavailable to play in a final the Club shall be entitled to bring up a replacement player for that final, provided:

(a) The replacement player has played for the Club at least three times in three separate fixture rounds during the season; and

(b) The replacement player is selected from a lower division/grade according to the substitution matrix issued by DPNA prior to the finals series. The matrix to be confirmed by the management committee at its June meeting, followed by approval at the August Council Meeting.

(c) Requests for permission to select a replacement from outside the matrix must be referred to the Junior and Senior Registrar in writing ½ an hour prior to the final.

Penalty for Non-compliance

Loss of Final

g) Any number of juniors aged at least 13 in that year may play in a Senior team.

Penalty for playing a player aged 12 years or under in an open team: No points and goals to be awarded for the match to the offending team. Competition points will be awarded to opponents

- h) To be eligible to play in a semi-final or final match a player must have played at least three competition matches in three separate fixture rounds with that Club.

Penalty: Team disqualification

- i) If it is necessary for a player to complete her three matches pursuant to paragraphs **e) and g)**, and should it be wet and/or a bye occur on the third match it shall not be deemed that the player is eligible to play in finals for that Club.
- j) A player who is selected to substitute for a player who is unavailable because of representative commitments to DPNA, NQ or NA shall be deemed not to have played in a higher grade provided that the Secretary of her Club notifies the appropriate Registrar of the player's name on the day of the competition fixture.

6.5.3 Duration of play

Day season matches shall, subject to the discretion of the Management Committee, involve 4 x 15 minute quarters with an associated time distribution as follows:

Play	-	15 minutes
Break	-	2 minutes
Play	-	15 minutes
Break	-	5 minutes
Play	-	15 minutes
Break	-	2 minutes
Play	-	15 minutes

TOTAL 1 hour 9 minutes.

11 years, 10 years and Nippers shall, subject to the discretion of the Management Committee, involve 4 x 10 minute quarters with an associated time distribution as follows:

Play	-	10 minutes
Break	-	2 minutes
Play	-	10 minutes
Break	-	5 minutes
Play	-	10 minutes
Break	-	2 minutes
Play	-	10 minutes

TOTAL 49 minutes

6.5.4 Commencement of Competition Matches

- a) Play must commence at the time nominated;
- b) All matches shall finish in time to permit the following match to commence at the specified time, even if through starting late, or injury occurring, the match does not run to full time;
- c) Teams should endeavour to have their full playing time;
- d) Team Managers and Captains shall assist in overcoming any unnecessary time delays by:

- (i) having their team assembled ready to take up positions as soon as the court is clear and Umpires available;
- (ii) reminding players in their team who are required to umpire to go as quickly as possible to the Control Point;
- (iii) collecting the score sheet from the Control Point before the match and collecting signatures of each player prior to the commencement of the match;
- (iv) having a coin available for the Captains of each team to toss, to decide who has first centre pass or goal end;
- (v) after the toss, Captains shall advise the Umpires of their decision. Teams will take up their positions on the court ready for Umpires' recognition and commencement of game;
- (vi) noting on the scorecard if a player is playing 'up' from another team;
- (vii) printing all players' names on the scorecard; and,
- (viii) checking that all new players have signed the registration card and paid their fees.

6.5.5 Forfeits

6.5.6 Early Forfeit

- a) Any team wishing to forfeit a match shall give notice in writing to DPNA of such intention by 12 noon on the last business day prior to the date of the scheduled match;
- b) A team notified by DPNA that its opponent has given notice of its intention to forfeit shall receive a win by forfeit without any members of the team having to sign the match scorecard. **The team will be notified of the forfeit by close of business on the last day prior to the date of the scheduled match.**
- c) In the event both teams give notice in writing of an intention to forfeit a match, neither team shall receive any points for the match;

6.5.7 Late Forfeit

- a) A forfeit may otherwise be claimed if the opposition cannot fill the minimum team of 5 players within 5 minutes of the starting signal being given, provided at least five members of the team receiving the win by forfeit have signed the scoresheet and returned it to the DPNA control point;
- b) A club or eligible players are liable to a fine as determined at the Annual General Meeting in the event of late forfeit. The Management Committee retains a discretion to waive the penalty if in the opinion of the Management Committee the circumstances justify such penalty being waived.

6.5.8 Scoring and Time-keeping

- a) Each team must supply a responsible scorer for their match;
- b) Scorers should stand together near the centre of the court and jointly carry out the responsibility of scoring;
- c) Teams failing to supply a scorer or sign the scoresheet must accept, without challenge, the official scoresheet as submitted by the opposing team;

- d) Scorers should alternate the duty of recording the score. For example, for the first round, the first team as printed in the **draw** records the scores for the first half of the match and the opposing team records the second half. For the second round – vice versa:
- e) The Registrar can only accept the score as kept on the official scoresheet by the scorers, that is, one person only from each team. Scores as kept by other spectators cannot and will not be taken into account;
- f) The Bell/Hooter is the official signal to the Umpires for the commencement of the game but at the sound of the Bell, they should immediately blow the whistle to indicate the start and cessation of the game unless a penalty is being played;
- g) The following rules in relation to the scoresheet shall apply:
 - i) All players must sign the scoresheet and with the same signature as appears on the registration form.

Penalty: One point to be deducted from the offending team.
 - ii) No person other than a player should sign the scorecard in the place of that player.

Penalty: loss of game points by the offending team.
 - iii) The Captain of a team is responsible for signing the scoresheet as correct. If she considers the scoresheet incorrect, she shall sign it on the back and give her reasons for not accepting the scoresheet as correct. She should report to the officials so that they may investigate as they deem necessary, and comply with the procedure provided in By-Law headed “Protests”;
 - iv) Should the Captain omit to sign the scoresheet she must accept without challenge the scoresheet as submitted.
 - v) The Captain or Manager of the winning team is responsible for returning the scoresheet to the DPNA control centre immediately following the conclusion of the match.
 - vi) In the event of a drawn match, BOTH Captains or managers are responsible for the scoresheet being returned.
 - vii) Scoresheets shall be filled in with biro pen.
 - viii) To assist the relevant Registrar checking scoresheets, when playing a player up from a lower grade, this must be noted on the scoresheet, beside her name.
 - ix) Scoresheets may be collected before the match from the DPNA control centre no sooner than 20 minutes before starting time and no later than 10 minutes to ensure that all players sign on before play commences.

The team that is printed first in the **draw** is responsible for collecting the scoresheet and taking it immediately to the court.
 - x) Scoreboards should always be returned with scoresheets to the control centre.
 - xi) If for any reason the Registrars cannot determine all/any details on the score card, they reserve the right to deduct one point from the offending team(s) for that particular game.

6.5.9 Umpiring

- a) Clubs must supply at least one Umpire for each team as required on entering the competition. Clubs will be rostered for additional on call umpires;
- b) All games shall be allotted to the Clubs. It will be the responsibility of each Club to make sure that an Umpire of a suitable standard is available for the matches specified;
- c) All Umpires are to report to the control point 10 minutes before the scheduled start of the game and before reporting to the court;
- d) If an Umpire cannot carry out the allotted match, it is the responsibility of the Club's Convenor to make a suitable replacement;
- e) **Umpires must wear Club uniform or clothing distinct from the teams playing uniform and suitable sports footwear;**
- f) If dissatisfaction is felt with the umpiring of the game, the Manager should see a DPNA Umpires official as soon as possible;
- g) Only the Umpire may call off a game, not a team manager or spectator;
- h) After commencement of a game, substitution of Umpires is not allowed except in case of injury or illness.

6.5.10 Interchange of Players

- a) Substitution
 - i) There is no limit to the number of substitutions which can be made by a team provided that the number of players used does not exceed twelve. For finals the names of up to twelve players must be provided to the Scorers before the start of the game.

Penalty for playing a player in finals not on the score card, team disqualification.
- b) Late arrivals
 - i) No player arriving after play has started is allowed to replace a player who has filled the position of the latecomer; and,
 - ii) Late arrivals may not enter the game while play is in progress, but after notifying the Umpires may take the court after a goal has been scored. In this case the player must play in a position left vacant in the team:- immediately following an interval; after stoppage for injury or illness.
- c) Injury /Illness or Blood
As per the Official Rules of Netball except that lost time is not added to the playing time, except in finals, when it is added to the final quarter of the game.

6.5.11 Points

Competition points are awarded as follows:

Win	-	3	Draw	-	2
Loss	-	1	Bye	-	0
			Forfeit	-	0

6.5.12 Finals Matches

- a) **Minor Premiers**

The team finishing on top of the table at the conclusion of the final round of fixtures will be recognised as Minor Premiers.

b) **Draw for Finals**

i) Eight team divisions

Semi-Finals 1 plays 2 (winner to Grand Final)
3 plays 4

Prelim Finals loser of 1 v 2 plays winner of 3 v 4

Grand Finals winner of 1 v 2 from Semi-Final plays winner of Preliminary Final

ii) Six team divisions

Prelim Finals 1 goes straight to Grand Final and 2 plays 3

Grand Finals winner of 2 v 3 plays 1

c) **Position in Semi-Finals – number of goals scored**

If there is a draw on points for any of the first four places (or first three places for a six team division) at the end of a competition or fixture and any position has to be decided by goal scored, then the respective placings shall be determined by ranking the teams according to the goal percentages achieved by each team during the preliminary rounds provided that where, through no fault of the team involved in the draw, one of those teams has played a lesser number of games than the other, then the goals scored in the corresponding game by the other team shall be ignored.

In the event of a re-grade the goal percentage should only be calculated from where the two teams were playing in the same division.

d) **Goal Percentages**

i) When goal percentages are used for determining placings of teams under the above clauses, these shall be calculated in accordance with the following formula: "Goals For" divided by "Goals Against" multiplied by 100.

ii) If after ranking teams according to goal percentages to two (2) decimal points, teams remain tied, the result of the matches between the two teams concerned during the preliminary rounds will decide the winner.

iii) If the two (2) have equal points for these matches, or if more than two (2) teams have the same number of points and percentage at the end of the preliminary rounds, then goal difference will be applied (ie the difference between goals for and goals against).

iv) In the event of a further tie, the team scoring the most goals will be declared the winner.

e) Method of determining winner of drawn games.

In Semi-Finals, Preliminary Finals and Grand Finals, if the score is even at full time, teams are to change ends and play an extra five minutes each way. Then if still a draw, play continues until a team reaches a two goal lead. This team is then declared the winner.

f) **Trophies**

A trophy will be awarded to each member of the winning team. A runners-up trophy will be presented to each member of the second team in each grade. A maximum of 10 trophies will be allocated for each team, with any additional trophies to be awarded to be at the cost of the winning team.

6.5.13 *Protests*

- a) A team wishing to protest the outcome of a match shall notify the opposing team Captain of their intention to protest at the conclusion of the game;
- b) All protests must be lodged in writing immediately upon completion of the match to the Secretary of the DPNA. A Protest Fee as determined at the AGM must be lodged with the protest; and
- c) Upon the protest being upheld, the protest fee shall be refunded.

6.5.14 *Wet Weather*

- a) No points are given for matches, byes or forfeits cancelled because of rain;
- b) Matches cancelled because of wet weather may be played at the discretion of the Management Committee;
- c) Once players commence the fixture, the Executive Committee will decide whether play will continue in the event of wet weather and whether the game shall be replayed. Scores will stand if at least fifty percent of the game has been completed.

6.5.15 *Sponsorship*

Details of all sponsorships and/or proposed sponsorships must be submitted by Clubs to the DPNA prior to acceptance. In this regard, the Management Committee must give consideration to:

- a) Conflict with DPNA sponsors.
- b) Responsibilities by and/or to netball in respect to sponsorship.

6.5.16 *Spectators barracking and general standards of behaviour*

- a) Clubs are responsible for their spectators who are expected to abide by the DPNA code of behaviour for parents and spectators;
- b) DPNA requests Clubs ensure that their spectators respect the Umpire's decisions; and,
- c) Calling of play or position by spectators is definitely not permitted.

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**DOWNEY PARK NETBALL
ASSOCIATION INCORPORATED**

**CONSTITUTION
(RULES AND BY-LAWS)**

2009

By-Laws 2009 with amendments 2016