



**NORTHERN GOLD COAST
NETBALL ASSOCIATION
INCORPORATED**

BY-LAWS

MAY 2026

V14.0

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1 DUTIES OF OFFICERS

- 1.1 All committee members shall act in the best interest of the Association and its members.
- 1.2 No one committee member can make a decision on association matters without the approval of the Management Committee.
- 1.3 On appointment to the Management Committee all members will complete the following:
 - (a) Confidentiality Agreement
 - (b) Conflict of Interest Agreement
 - (c) Child Safeguarding Agreement
- 1.4 President shall -
 - (a) Preside at all meetings of the Association and conduct meetings in accordance with the rules of the Association;
 - (b) Attend all Netball Queensland Meetings;
 - (c) Represent the Association whenever possible;
 - (d) Provide leadership;
 - (e) Provide direction to the Management Committee Members in the execution of their duties;
 - (f) Maintain and update the Association's Business Plan;
 - (g) Identify and coordinate funding applications in support of the Association's Business Plan;
 - (h) Service existing sponsors and seek new sponsorship opportunities
 - (i) Develop relationships with local communities and businesses.
 - (j) Promote the Association within the community.
 - (k) Present a report at the Annual General Meeting on Association activities and achievements for the past year and events and projects planned for the following year;
 - (l) Attend Association fixtures as per NGCNA Management Committee duty roster.
- 1.5 Vice President shall -
 - (a) Attend all meetings of the Association and, in the absence of the President, preside over meetings or represent the Association as may be directed;
 - (b) Attend all Netball Queensland Meetings, in the absence of the President;
 - (c) Manage the Association's assets (facilities and equipment);
 - (d) Conduct facility and equipment condition audits and maintain records to support future spend;
 - (e) Oversee the process of managing the Association's website and social media sites;
 - (f) Oversee the running of the canteen;
 - (g) Support the President in running of the Association

- (h) Perform any such other duties as the Management Committee may be direct;
- (i) Attend Association fixtures as per NGCNA Management Committee duty roster.

1.6 Secretary shall -

- (a) Attend all meetings of the Association and carry out all directions at such meetings;
- (b) Issue all notices of meetings in accordance with the Constitution and By-Laws;
- (c) Keep the books containing the Minutes of records or proceedings of all meetings of the Association and its Committees/Sub-Committees and produce them as required;
- (d) Conduct the correspondence of the Association and keep in proper files all Association records and reports of Committees/Sub-Committees officers, delegates and officials;
- (e) Keep a record of names and address of Secretaries of all affiliated clubs of the Association;
- (f) Keep a record of all Life Members and register of all members;
- (g) Receive and place before the Management Committee all applications for membership;
- (h) Keep a written record of By-Laws of the Association and alterations there to including the date on which alterations came into force and advise members of alterations thereto;
- (i) Keep a register of colours and uniforms of affiliated clubs;
- (j) Prepare a report for presentation to the Annual General Meeting;
- (k) Carry out all such duties as may be required under the Constitution or By-Laws;
- (l) Perform any such other duties as the Management Committee may direct;
- (m) Attend Association fixtures as per NGCNA Management Committee duty roster.

1.7 Treasurer shall -

- (a) Keep all books and accounts of the Association and prepare a statement of expenditure for presentation to each Management Committee Meeting and each General Meeting;
- (b) Receive all monies and issue receipts/invoices for all payments. On receiving money, payments will be documented and reconciled;
- (c) Ensure all cheques are co-signed by two approved signatories. When paying accounts a copy of the invoice to be paid is to accompany the cheque for reference for signatories;
- (d) Present all accounts incurred to the Association to be passed for payment by the Management. In matters of urgent necessity, payment may be made but must be ratified at the next Management Meeting;

- (e) Prepare a Balance Sheet for the inspection and signature of Auditors and present the same at the Annual General Meeting;
- (f) Perform any such other duties as the Management Committee may direct;
- (g) Attend Association fixtures as per NGCNA Management Committee duty roster.

1.8 Competitions Convenor shall –

- (a) Attend all meetings of the Association;
- (b) Verify the signatures of each player on the score sheet corresponds with that on the team registration sheet;
- (c) Be responsible for recording all competition match results via NetballConnect;
- (d) Manage grading and fixture generation for association competitions via NetballConnect;
- (e) Generate score sheets for all fixtures via NetballConnect
- (f) Note players playing in a higher grade at the completion of each round of fixtures and ensure the records for each team are amended after the game;
- (g) Keep all member particulars confidential;
- (h) Perform any such other duties as the Management Committee may direct.
- (i) Attend Association fixtures as per NGCNA Management Committee duty roster.

1.9 Umpire Convenor shall -

- (a) Attend all meetings of the Association;
- (b) Be a Netball Australia Badged Umpire where possible;
- (c) Stimulate interest in coaching umpires;
- (d) Provide as far as possible for the adequate umpiring of matches;
- (e) Arrange for the development and practical examination of umpires in accordance with Netball Australia;
- (f) Report and record all alterations and interpretations as given by the Netball Australia;
- (g) Deal with all umpiring interpretations and business that may arise in the Association;
- (h) Prepare the umpires roster for all games;
- (i) Foster the growth and raise the standard of umpires;
- (j) Perform any such other duties as the Management Committee may direct;
- (k) Attend Association fixtures as per NGCNA Management Committee duty roster.

1.10 Coaching Convenor shall –

- (a) Attend all meetings of the Association;

- (b) Be an accredited Development level coach where possible;
- (c) Assist clubs and coaches whenever possible with coaching advice;
- (d) Identify and coordinate professional development pathways for coaches
- (e) Advise management on coaching requirements for representative teams/squads;
- (f) Coordinate agreed representative team coaching programs in consultation with the Representative Coordinator;
- (g) Ensure Coach accreditation records for the Association are accurate via Netball Connect ;
- (h) Perform any such other duties as may be directed;
- (i) Attend Association fixtures as per NGCNA Management Committee duty roster

1.11 Junior Representative Coordinator shall -

- (a) Attend all meetings of the Association;
- (b) Organise and coordinate Junior Representatives Teams to include:
 - Travel arrangements and accommodation;
 - Liaise with Uniform Coordinator on Rep player uniforms;
 - Liaise with Coaching Coordinator on training sessions and times;
 - Liaise with coaches, players, and the Management Committee;
 - Manage the Junior Representative team trials and player selection process;
- (c) Keep all player details as received confidential;
- (d) Where possible attend all Golden South / Netball Queensland approved competitions;
- (e) Perform any such other duties as directed by the Management Committee;
- (f) Attend Association fixtures as per NGCNA Management Committee duty roster.

1.12 Senior Representative Coordinator shall -

- (a) Attend all meetings of the Association;
- (b) Organise and coordinate Senior Representatives Teams to include:
 - Travel arrangements and accommodation;
 - Liaise with Uniform Coordinator on Rep player uniforms;
 - Liaise with Coaching Coordinator on training sessions and times;
 - Liaise with coaches, players, and the Management Committee;
 - Manage the Senior Representative team trials and player selection process;
- (c) Keep all player details as received confidential;
- (d) Where possible attend all Golden South / Netball Queensland approved competitions;
- (e) Perform any such other duties as directed by the Management Committee;

- (f) Attend Association fixtures as per NGCNA Management Committee duty roster.

2 SUB-COMMITTEES

- 2.1 The Management Committee may appoint the following Sub-Committees as required;
 - a. Umpire Sub-Committee
 - b. Fixtures Sub-Committee
 - c. Grading Sub-Committee
 - d. Night Fixtures Sub-Committee
 - e. Coaching Sub-Committee
 - f. Representative Sub-Committee
 - g. NetSetGo Sub-Committee
- 2.2 The appointed Sub-committees will act in accordance with set position descriptions as directed and set by the Management Committee.
- 2.3 All members of the Sub-committee shall be either financial members of an affiliated club, serving members of the current Management Committee or independent financial members of the Association.
- 2.4 The Management Committee shall appoint a convenor for all Sub-committee's;
- 2.5 The convenor shall arrange and preside over meetings of the Sub-Committee and shall forward copies of the Minutes, Reports and Recommendations to the Association Secretary within seven (7) days of the meeting or within forty-eight (48) hours prior to any General Meeting, whichever is sooner, for the approval by the Management and or the General Meeting. The Convenor is to notify the Association Secretary prior to conducting meetings;
- 2.6 At any meeting of any Sub-Committee a quorum shall comprise of at least half plus one (1) of the members entitled to attend.
- 2.7 Sub-Committee members do not hold voting rights at meetings of the association

3 ASSOCIATION REPRESENTATION

Representative Teams

- 3.1 When appropriate, the Association will select and organise representative teams to compete in events conducted by Netball Queensland;
- 3.2 The Management Committee will provide eligible players and Clubs with at least fourteen (14) days notice of representative team trial dates;
- 3.3 The Management Committee will provide eligible players and Clubs with the Association's guidelines on team trials and the team selection process upon notification of representative team trial dates;
- 3.4 The Management Committee will approve all team selections and have the power to alter any selection decisions at any time;

- 3.5 All financial registered players of the Association shall be eligible for selection to play in teams representing the Association providing that they:
- (a) complete the Association's application process by the specified nomination closing date;
 - (b) accept the nomination conditions described on the application form;
 - (c) pay the required **non-refundable** nomination fee to the Association by the specified nomination closing date;
 - (d) nominate in their correct age group at the 31st December of the representative year;
 - (e) be available and attend set trial dates and times except where a player -
 - has moved into the area;
 - played outside the region;
 - was injured at date of trial and can supply a medical certificate
 - (f) be available and attend the State event wherever it may be staged (where applicable);
 - (g) be available and attend any carnivals that the Association nominates for;
 - (h) be available and attend set training dates and times;
 - (i) in reference to Stage Age Competition (12-15 years) be a registered player for an affiliated club in the Association's Saturday Competition in the previous winter season (players 12 to 15 years as at the 31st December of the representative year); as well as the Saturday competition for the representative year selected in
 - (j) in reference to Senior State Age Competition (16-18 year) be a registered player for an NGCNA competition in the previous year (players 16 to 18 years as at the 31st December of the representative year); as well as the current representative year selected in
 - (k) in reference to Premier League Teams, nominations to trial for our 15 - Opens will be considered from players that have not played with NGCNA in the previous year. If selection into a team is successful, players must be a registered player of NGCNA in one of our NGCNA competitions (outside of the rep program) for the representative year selected in.
 - (l) be free from debt from a previous season. Eligibility will be reinstated once the original debt has been cleared;
 - (m) have not breached the Association's code of conduct and received notice of the breach in writing and do not remain ineligible to represent the Association during the two (2) year breach period;
 - (n) have not withdrawn from a representative team after final selection without valid or reasonable cause presented to the Management Committee and do not remain ineligible to represent the Association during the two (2) year penalty period;
 - (o) have not already been selected at another Association;
 - (p) accepted the conditions and requirements as set down in the Representative Booklet,
 - (q) agree to pay all costs as set by the Association which includes any fees, travel costs, accommodation and uniform costs by the specified due date as set by the Management Committee.

- 3.6 Upon selection into a team all representative players shall receive an acceptance package that contains the:
- (a) representative program details (where known)
 - (b) codes of conduct
 - (c) acknowledgment form to be returned to the Association accepting the selection offer and the conditions and requirements of the offer;

Representative Officials

- 3.7 The Management Committee will provide at least fourteen (14) days' notice of representative official nomination dates;
- 3.8 Nominations for representative officials shall be presented to the Association's Secretary by the nominated closing date;
- 3.9 The Management Committee will approve all representative officials and have the power to alter any selection decisions at any time;
- 3.10 The representative officials shall take up duties immediately upon appointment and liaise with the Association's Representative Convenor and Coaching Convenor and in regards to duties;
- 3.11 Upon selection all representative officials shall receive a position acceptance package that contains the:
- (a) position (Coach; Assistant Coach; Manager and designated team)
 - (b) position description outlining the key responsibilities of the position
 - (c) codes of conduct
 - (d) Honorarium (as determined by the Management Committee and if applicable)
 - (e) acknowledgment form to be returned to the Association accepting the offer and the conditions and requirements of the position;
- 3.12 The Association's Management Committee and nominated Sub Committee shall attend all Netball Queensland approved competitions;
- 3.13 The Association will bear the costs for the Association's representative officials to attend all Netball Queensland approved events including travel, accommodation and meals;
- 3.14 Umpires participating in Netball Queensland State approved competitions or Regional events will be appointed by the Association's Umpire Convenor in consultation with the Association's Management Committee.

Representative Uniforms

- 3.15 All players in the Association's representative teams shall wear the uniform of the Association which consists of the following:
- (a) NGCNA Players Dress and Bumpers
 - (b) NGCNA Socks
 - (c) NGCNA Players Polo Shirt

- (d) NGCNA Jacket
- (e) NGCNA backpack for all players
- (f) NGCNA travel bag for State Age Player
- (g) NGCNA hat
- (h) Appropriate Footwear

- 3.16 The Association's uniform shall be registered with Netball Queensland and shall not be worn by any other teams affiliated with the Association;
- 3.17 Coaches, Managers and Umpires representing the Association must wear correct uniform;
- 3.18 No body piercings of any kind allowed in any competition.

4 FEES, FINES AND LEVIES

- 4.1 The fees for each category of membership shall be the sum as determined by the Management Committee.
- (a) Affiliation Fees
 - Payable with application of membership, as determined by the Management Committee;
 - (b) Registration Fees
 - Payable by clubs on the basis of each player competing in fixture competitions controlled by the Association and shall be payable by the date fixed by the Management Committee; (and shall include capitation and Insurance)
 - Payable by any Non-Playing Volunteer who nominated from any club or is duly elected to the Management Committee, Sub-Committee, and/or appointed to act as Coach, Manager, Umpire, or in any other capacity controlled by the Association and shall be payable by the date fixed by the Management Committee;
- 4.2 Levies may be imposed by the Association on all affiliated clubs for a specific purpose;
- 4.3 Fines and Loss of Points are imposed on any club, player or umpire for breaches of regulations as set out in this document and are subject to change by the Management Committee at any time;
- 4.4 Fines or loss of points shall not be limited to the above and a fine imposed for any breach of regulation shall be paid before the club, player or umpire participate in any further Association event

Summary Schedule of Fines and Loss of Points

Action	Penalty
Failure to carry out grounds duty (Club Duty Day)	Club Fine - \$100.
Failure to provide registration information by the date specified by the association.	Club Fine - \$25 per week.
Registration of a player in NetballConnect with an incorrect date of birth.	Club Fine - \$500. Payable if the player takes to the court in the incorrect age group.
Failure to allocate players in NetballConnect, including borrowed players.	Club Fine \$25 per game. Players may not be eligible for finals.
Failing to correctly complete a paper score sheet, including player names, signatures, and identifying borrowed players.	Club Fine \$25 per game. Players may not be eligible for finals.
Failing to hand in a paper score sheet after game completion.	Winning team loses three (3) points. Losing team is awarded one (1) point. Drawn game - no points to either team.
Incorrect use of a borrowed player.	Offending team loses their game points.
Interchanging players in the same division.	Offending team loses three (3) points.
Playing an unregistered player more than once.	Offending team loses three (3) points for each subsequent game the player plays. Club Fine - \$100 per game that the player plays whilst unregistered.
Playing a player from a higher division than the team they are registered to.	Offending team loses their game points.
Borrowing a player more than twice to fill in for one team.	Player is moved to the higher division team.
Failure to notify a forfeit by 5pm the day before the scheduled game. Notifications must be submitted via email and to the affiliates page.	Club Fine - \$100. Teams allocated points as per FW/FL.
Forfeit of a finals game.	Disqualification from the competition.
Failure to supply an umpire. If the game has started, the team associated with that umpire forfeits the game.	Club Fine - \$100 Teams allocated points as per FW/FL
Failure to wear the correct umpire uniform.	Initial warning to umpire and their club. Club Fine - \$100 for subsequent breaches.

5 COMPETITION POINTS

5.1 Competition points are awarded as follows:

Competition	Age Range
Win	3 points
Draw	2 points
Loss	1 point
Win by Forfeit	3 points
Loss by Forfeit	0 points
Friendly	0 points
BYE	0 points

5.2 Goal Percentage

In the event of a tie on points or equal tally of points, a goal percentage is to be calculated. The goal percentage will be calculated on games played, as follows, the team obtaining the higher percentage shall take the higher position:-

Goals For		100
	X	
Goals Against		No of games played

6 WEDNESDAY NIGHT SOCIAL COMPETITION

- 6.1 The Senior Night Competition age group will be classed as one (1) age group. Player's minimum of 14 years turning 15 by 31st December of the current year are eligible to play in the Senior Night competition.
- 6.2 All teams must play in the correct uniform. NO leggings, bike pants to be longer than skirt length. Ladies may only wear shorts when playing in a mixed competition;
- 6.3 Uniform colours to be approved by the Association. No two teams are to wear the same colours; (Exception – from the same club)
- 6.4 Points will be deducted for incorrect uniform. This is non-negotiable;
- 6.5 Registrations are to be paid by the end of grading games. There will be no exceptions;
- 6.6 New teams will have two (2) weeks to be in uniform
- 6.7 Game fees must be paid before you can take the court;

- 6.8 Temporary players are required to sign in the Borrowed Players area of the scoresheet before taking the court. Temporary players may only play once, after one (1) game the player must register with the team and make payment of registration fees;
- 6.9 No taped finger nails or piercings. All facial and body piercings are to be removed. Players may wear official netball gloves only.

7 UMPIRES

- 7.1 All Umpires must adhere to the Rules as set by the Netball Australia;
- 7.2 Each team must supply at least one (1) umpire of a standard acceptable per allocated game; it is the responsibility of the Club Umpires Convenor to ensure that a competent umpire is available for allocated games;
- 7.3 The training and coaching of Umpires is the obligation of each Club. A Senior Umpire or Umpire Convenor must oversee and assist Umpires in training;
- 7.4 Umpires **MUST** wear a white shirt and white, black or navy skirt or shorts or plain black leggings. Unless medical conditions apply and the Management Committee has given approval. Club Umpire shirts **MUST** be predominately white.
- 7.5 Umpires should arrive at the Association at least ten (10) minutes before the game and report to Control Point and sign the Umpire's Sign-on sheet;
- 7.6 After commencement of games, Umpires are not allowed to interchange, except in the case of injury, illness or special circumstances;
- 7.7 Umpires must sign the Scoresheet on completion of the game.

8 DISCIPLINARY ACTION

8.1 NGCNA run Fixtures

- (a) Any person found to be abusing/intimidating umpires, players, officials or spectators verbally/physically will be given an official verbal warning and/or be immediately suspended for a period determined by NGCNA Management Committee. The President of the offending club member will be informed of this warning/s or immediate suspension of this person by NGCNA. Any subsequent instance will result in further disciplinary action and may include removal from the Association.
- (b) Any physical abuse will not be tolerated. If any such act of physical abuse occurs the matter will be handed over to the authorities immediately. The offender and any associated player will be immediately expelled from the Association. The Management Committee will have the right to decide further and future involvement and inclusion within the Association.

8.2 Representative Teams

- a. If any player, parent or spectator is found to be in breach of the National Codes of Behaviour they will be given a notice to present before the

Management Committee. The Management Committee will convene to decide further and future involvement in the team and/or representative fixtures.

- b. Parents of Representative Players must abide by the Parent/Guardian National Codes of Behaviour as outlined by Netball Australia. Any breach may result in their child being removed from any representative team.
- c. Should removal from a Representative Team due to the above occur, refund of Representative fees will not be given. If a play leaves a representative team at their own free will any refund of monies will be at the discretion of the Management Committee.

8.3 Meetings of the Association

- a. At any meeting called by the Management committee, the Chairperson of that meeting reserves the right to remove any member who shows progressively hostile and disruptive behaviour towards another Association member or Management committee member.

8.4 Social Media (ie. Facebook)

- a. Any proven intercepted material that is damaging to the reputation of the Association/Management Committee or a member will be considered as a breach of the relevant Code of Conduct resulting in disciplinary action. This breach may include removal of an individual as a member of Northern Gold Coast Netball Association.

9 CANTEEN

- 9.1 The canteen shall be operated by the NGCNA Management Committee.

10 COURT AND EQUIPMENT USAGE

- 10.1 The Association holds the Right of Use for the Courts located at Sports Drive, Runaway Bay and holds Duty of Care. No court shall be used without Post Pads.
- 10.2 Applications for Court and Clubroom use must be made on the appropriate form and forwarded to the office manager.
- 10.3 All Clubs must check with the Association regarding court availability before setting training times. Clubs must be approved for nominated training times.
- 10.4 No Club may turn up and use courts without prior consent from the Management Committee. A Nominated fee to cover costs of lighting, administration will be set by the Management Committee and payable by the user (Club etc);
- 10.5 Clubs or Teams using NGCNA equipment and lighting for training are responsible for the safe return of equipment to the storage unit and court lighting is switched off. Should equipment be damaged/lost or lights left on after use, the costs incurred will be passed onto the Club/Team responsible at the time.
- 10.6 Clubs must ensure that equipment is packed away tidily.

10.7 No Chairs/Prams/Strollers/Scooters/Skateboards/Bikes or Umbrella's will be allowed between the courts at any time. Players/spectators may not sit between courts or sit/stand at the end of courts (goal post ends) at any time. Exemptions for wheelchairs will be considered upon request to NGCNA.

11 RELATED POLICIES AND DOCUMENTS

NGCNA shall refer to governance Policies and Documents adopted by the NGCNA Management Committee as required.

12 CORRESPONDENCE

All correspondence for the Association shall be forwarded to:-

Northern Gold Coast Netball Association
C/- The Secretary
PO Box 204
Runaway Bay QLD 4216
Or via email:
secretary@ngcna.com.au

- a. All correspondence from an Affiliated Club shall be recorded by the Secretary.
- b. The Association may use all forms of communication to enter into correspondence with its members where it deems suitable, including email, phone, fax, and postal mail.