MANLY WARRINGAH NETBALL ASSOCIATION



EXECUTIVE & SUB- COMMITTEE POLICY

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OVERVIEW

Manly Warringah Netball Association Executive and Sub-Committee members will provide to the Association, sport leadership and partnership through netball education and development programs. It will be achieved through professional management and support to all levels involved with the game of netball so that our members are provided with opportunities to reach their personal potential.

All Executive Committee members must be a minimum of 18 years of age, have been a member of Manly Warringah Netball Association for at least one year prior to election and be a current financial member of Manly Warringah Netball Association.

All Sub-Committee Members must be a minimum of 16 years of age and be a current financial member of Manly Warringah Netball Association.

All Executive and Sub-Committee Members will abide by the Constitution and Policies of Manly Warringah Netball Association, the Official Rules of Netball, and the Netball Australia Integrity Framework as found on the Netball Australia website.

a) The Constitution and all Policies are reviewed regularly by the Governance Committee. Policy changes can be made in writing to the Secretary for consideration by the Governance Committee who will provide a recommendation to MWNA Council for voting.
b) Despite clause (a),
   I. Motion to change a Policy may be considered at a meeting of the Council or Executive Committee, if: a. A motion of urgency is passed to have the business considered at the meeting, or
   II. the business to be considered is ruled by the chairperson to be of urgency on the grounds that it requires a decision by the Council or Executive committee before the next scheduled meeting of either the Council or Executive Committee.
c) Proposed changes to the Constitution must comply with Clause 28 of the Constitution.

For Competition Policy there will be no changes made to any rule after the last Council Meeting prior to the commencement of the Competition.

All nominations for positions must be in writing on the appropriate form, together with qualifications and experience to support the nomination. Qualifications and experience of nominees are to be circulated prior to the conduct of any election.

EXECUTIVE COMMITTEE

DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall:

(a) Act for and on behalf of Council between meetings of Council on any matters of urgency and confidentiality that need immediate attention. Such action shall be subject to ratification by the Council.

(b) Make recommendations to Council on matters of operations and policy

(c) Not disclose any matters discussed until the Executive Report is circulated.

(d) The first duty of an Executive Committee member shall be to the Association meetings/functions as opposed to their respective Club. At no time shall more than two (2) members of the Executive Committee be members of any one (1) club including Life Members associated with a Club.

(e) Business submitted by clubs, for consideration by Executive, must be forwarded by Club Secretaries in time to reach the Association Secretary by 5pm on the Friday prior to the Executive meeting at which the matter is to be considered.

EXECUTIVE COMMITTEE MEMBERS

a) President

i. Chair meetings of the Association and act as a delegate to Netball New South Wales and other relevant organisations,

ii. Manage the discussion of all business tabled for consideration at such meetings,

iii. Enforce the rules of the Association and preserve good order among the members present at meetings,

iv. Have an ordinary vote and a casting vote in the case of an equality of votes and have such other powers as conferred by Standing Orders,

v. Sign Minutes adopted at the meeting and authorise payments forwarded by the Treasurer

vi. Prepare a report for presentation at the Annual General Meeting, and

vii. Be an ex-officio member of all sub-committees except Selection Committees, Representative Coaches Managers Appointments Committee, and the Representative Umpires Appointments Committee.

viii. To be eligible for election to the position, to have served n either the MWNA Executive Committee, a Manly Warringah Netball Sub Committee, Club Executive Committee or be

a Club Delegate or have served on another related Netball Association Committee for at least two (2) years.

b) Vice President

i. Assist the President and perform such other duties as directed by Council,
ii. Act as Convenor of the Sponsorship, Communications and Promotion Sub-Committee,
iii. Promote and administer sponsorship for the Association,
iv. Maintain Association's social media channels,
v. Maintain Association's website,
vi. Collect information of interest and importance and prepare it for any media use or advertising and keep a record of same,
vii. Organise social functions held by the Association,
viii. Forward an invitation to all Life Members, sponsors, local Government Officials to attend any Association event. Perform general protocol on these occasions and act as the Public Relations Officer of the Association,
ix. Present a report to each Council meeting,
x. Prepare a report for presentation at the Annual General Meeting, and
xi. Act as President in his or her absence.

c) Secretary

i. Receive all correspondence, reports, and invoices on behalf of the Association,
ii. Conduct all correspondence and issue notices as required including submitting all nominations for Association Representative teams,
iii. Prepare Association Forms,
iv. Prepare a report for inclusion in the Association's Annual Report,
v. Act as a delegate to Netball New South Wales and other relevant organisations,
vi. Present a report to each Council meeting,
vii. Record and keep the minutes of all meetings of the Association,
viii. Keep a list of Life Members and Member Clubs, together with register of members,
ix. Keep a list of Council delegates' names and contact details,
x. Forward a copy of minutes of all meetings to the President within seven (7) days of such meetings,
xi. Forward meeting notices to all Life Members, office-bearers of the Association and club secretaries within the specified time,

xii. Forward copies of the minutes of all Council meetings and Executive Reports to all Life Members, office-bearers of the Association. and club secretaries to reach them seven (7) days prior to the following Council meeting,

xiii. Prepare the Annual Report for publication,

xiv. Keep a book with a record of all club uniforms,

xv. Perform such other duties as directed by Council,

xvi. Maintain a register of Members of the Executive Committee,

xvii. Ensure all annual returns are sent to Department of Fair Trading each year, and

xviii. Be an ex-officio member of all sub-committees except Selections Committees, Representative Coaches Managers Appointments Committee, and the Representative Umpires Appointments Committee.

xix. To be eligible for election to the position, to have served n either the MWNA Executive Committee, a Manly Warringah Netball Sub Committee, Club Executive Committee or be a Club Delegate or have served on another related Netball Association Committee for at least two (2) years.

d) Treasurer

i. Manage all funds held by the Association,

ii. Keep a record and location of all assets, liabilities, and properties of the Association,

iii. Keep all necessary records of account and produce these in accordance with the requirements of Council and the Incorporation Act and Regulation,

iv. Invest and manage funds, in consultation with the Executive, on behalf of Manly Warringah Netball Association and be ratified at Council meetings,

v. Issue invoices and receive all moneys payable to the Association. and issue receipts when required,

vi. Present a financial report to each Council meeting which includes a Profit & Loss Statement and Balance Sheet,

vii. Present a budget prior to the Annual General Meeting after receiving budgets from each subcommittee,

viii. Bank all moneys and pay all invoices as soon as practicable,

ix. Prepare quarterly BAS and ensure it is lodged by the due date,

x. Present an audited Financial Statement to the Annual General Meeting,

xi. Make recommendation at the Annual General Meeting to the appointment of the next years Auditor, and

xii. Be an ex-officio member of all sub-committees except the Selection Committees, Representative Coaches Managers Appointments Committee, and the Representative Umpires Appointments Committee.

xiii. To be eligible for election to the position, hold Tertiary or TAFE qualifications in Accounting or Financial management.

e) Coaches' Convenor

i. Be a Netball Australia Accredited Coach, holding a minimum Intermediate level,

ii. Promote and advance coaching standards within the Association,

iii. In conjunction with the Coaches Development sub-committee to organise coaching lectures and practical demonstrations,

iv. Keep a list of Association's coaches and their qualifications,

v. Present a report to each Council meeting, and

vi. Prepare a report for inclusion in the Association's Annual Report.

f) Competition Secretary

i. Act as convenor of the Competition sub-committee,

ii. Prepare registration package(s) for distribution to club secretaries,

iii. Accept club team registrations on the date set down by the Association,

iv. Prepare team listings for the Grading sub-committee,

v. Keep an annual record of results of competitions,

vi. Prepare for the Association. Treasurer, registration details as required for payment to Netball New South Wales

vii. Be an ex-officio member of the Grading sub-committee,

viii. Present a report to each Council meeting,

ix. Allocate training courts at John Fisher Park,

x. Prepare a report for inclusion in the Association's Annual Report.

g) Growth and Development Officer

i. Liaise with Coaches' Convenor, Umpires' Convenor and Vice President

ii. Align vision, purpose and strategy in growth and development,

iii. Support the MWNA Coaches Development, Umpires' Development and Sponsorship, Communications and Promotion and Competition Sub-Committees in initiatives that foster growth and development,

iv. Leverage networks to promote and grow netball in the MWNA district by seeking and creating opportunities for both financial and other support,

v. Implement, monitor, and evaluate the key priorities of the growth and development direction/s of the MWNA strategic plan,
vi. Further look for opportunities to capitalise on growth and work towards realising its full potential, and
vii. Prepare a report for inclusion in the Association's Annual Report.

h) Representative Convenor

i. Have experience as an official of a Representative Team,
ii. Act as Convenor of the Representative sub-committee,
iii. Be responsible for ordering, storage, dispensing-and collection of all Representative Team equipment and uniforms,
iv. Liaise with the Coaches and Umpires personnel regarding overlapping areas of interest,
v. Attend to carnival correspondence,
vi. Be responsible for the distribution of all information relevant to Representative Team players, parents, and officials,
vii. Perform duties pertaining to Representative Team management as directed by Council,
viii. Present a report to each Council meeting, and
ix. To prepare a report for presentation at the Annual General Meeting,

i) Umpires' Convenor

i. Hold a National Umpire's Badge,
ii. Act as Convenor of the Umpires' Development sub-committee,
iii. Promote and advance umpiring standards within the Association and ensure that requirements for club umpires' convenors, as laid down, are met,
iv. Liaise regularly with Club Umpire Convenors and Umpires' Development Co-Ordinator ,
v. Prepare a report for inclusion in the Association's Annual Report,
vi. Keep a record of all badged umpires within the Association,
vii. Keep a record of umpires' practical badges issued each year,
viii. In conjunction with Umpires' sub-committee to organise coaching and practical tests for club umpires,
ix. Be responsible for co-ordinating the Talent Identification Program, and
x. Allocate umpires, where necessary

DELEGATES TO NETBALL NSW

(a) The President and Secretary shall be delegates to Netball New South Wales and other relevant organisations, and

(b) Proxy delegates to Netball New South Wales and other relevant committees shall be members of the Executive Committee.

PATRON

i. The Executive Committee, as it thinks fit, and having regard to the eligibility requirements of the Role, may recommend to the Annual General Meeting, up to two persons for consideration and election by the Council as Patron/s.

ii. Eligibility

A Patron must be:

- be a person of recognised integrity, good character and standing within either the netball community or the wider community;
- have demonstrated distinguished service or achievement within netball, sport, or the community or another field relevant to the Association;
- possess the experience, influence or reputation to effectively advocate for and promote the interests of the Association;
- demonstrate leadership consistent with the values and objectives of the Association;
- be capable of providing strategic advice, mentoring and guidance when requested;
- not be subject to any current suspension or disciplinary sanction under any Netball Australia, Netball NSW or Member Organisation policy;
- not have been the subject of any adverse disciplinary finding involving dishonesty, fraud, child safeguarding, bullying, harassment, discrimination, abuse or conduct under any Netball Australia, Netball NSW or Member Organisation policy or the subject of any criminal conviction;
- Not have committed conduct which, in the opinion of the Executive Committee or Council, would adversely affect the reputation of the Association; and
- otherwise, be considered by the Executive Committee to be a fit and proper person to hold the honorary office of Patron.

iii. Honorary Office

- Election as Patron is an honorary office recognising distinguished service or standing within the netball community or the wider community.
- Appointment does not confer membership of the Executive Committee or Council, nor any executive, management or voting authority unless that person is a member of the Manly Warringah Council.

- A Patron may only undertake the functions described in this Constitution or such honorary, ceremonial, ambassadorial or advisory functions as may be requested by the Executive Committee or Council.

iv. Responsibilities

At the request of the Executive Committee or Council, a Patron may:

- advocate for and promote the interests of the Association;
- represent the Association at official functions and community events;
- perform ceremonial duties on behalf of the Association;
- provide mentoring, guidance and strategic advice to the Executive Committee, Council or sub committees;
- assist in developing relationships with Netball NSW, government, sponsors, stakeholders and the wider community;
- assist with fundraising, strategic initiatives and community engagement where appropriate;
- promote the reputation, objectives and values of the Association; and
- undertake any other honorary, ambassadorial or ceremonial duties requested by the Executive Committee or Council.

v. Leadership Expectations

A Patron is expected to:

- demonstrate leadership consistent with the Association's values;
- comply at all times with the Constitution, Policies and Netball Australia's Integrity Framework and association Codes of Conduct and Member Protection Policy;
- preserve and promote the good order, integrity and reputation of the Association;
- act honestly, ethically and in the best interests of the Association;
- foster respect, inclusion and good sportsmanship; and
- avoid conduct that may bring the Association or the sport of netball into disrepute.

vi. Term of Office

A Patron shall hold office until:

- From their election to the conclusion of the following Annual General meeting
- resignation;
- death;
- removal by ordinary resolution at a General Meeting of Council; or
- the office otherwise becomes vacant in accordance with this Constitution.

vii. Removal

- The Executive Committee may recommend the removal of a Patron where it reasonably believes the Patron:
- no longer satisfies the eligibility criteria;
- has engaged in conduct likely to bring the Association into disrepute;
- has acted inconsistently with the Constitution or the Association's policies;
- is no longer capable of fulfilling the role; or
- has otherwise ceased to be an appropriate representative of the Association.

Removal shall take effect only following an ordinary resolution of members at a General Meeting of Council.

SUB-COMMITTEES

All members of Sub-committees must maintain confidentiality of proceedings and any information that comes into their possession.

i. Except for the Association's Business Administrator, Competitions Co-Ordinator, Facilities Company, Umpires' Development Co-Ordinator, Coaches Development Co- Ordinator, Disciplinary Committee all members of sub-committees shall be members of the Association,

ii. Members of sub-committees, not elected at the Annual General Meeting, shall be elected at subsequent meetings of Council,

iii. The first meeting of each sub-committee shall, if possible, be held within twenty eight (28) days of its election,

iv. Each sub-committee, except the Disciplinary, Selection, Representative Coaches and Managers Appointment and Representative Umpires' Appointment shall consist of not less than three (3) persons. With the approval of Council, persons other than elected members may be co-opted to assist with special business of a particular sub-committee,

v. Members of the Executive Committee are eligible to stand for election to sub-committees,

vi. The Executive Committee may appoint any of its members to attend sub-committees as non-voting ex-officio members, except for the Selection, Disciplinary, Representative Coaches and Managers Appointment and Representative Umpires' Appointment sub-committees,

vii. Sub-Committees except for the Selection Committee Junior and Senior, Representative Coaches/Managers Appointments, Representative Umpires Appointments, shall submit

all recommendations to the Executive Committee for consideration and subsequent approval of Council, and

viii. Members of sub-committees shall not disclose any matters discussed at their meetings, until matters have been presented to Council.

CONVENORS OF SUB-COMMITTEES

Convenors of sub-committees shall:

i. Be responsible for advising the Association Secretary, sub-committee members, including ex-officio members, of all meetings at least seven (7) days prior to the meeting,
ii. Be responsible for keeping accurate records of all meetings,
iii. Forward copies of sub-committee minutes to their members, the Business Administrator, President, Secretary, and any ex-officio member that attended, within ten (10) days of each meeting,
iv. Submit reports in the prescribed manner for consideration by the Executive Committee and Council,
v. Forward a report for inclusion in the Annual Report of the work of the sub-committee to the Association Secretary.

DUTIES OF SUB-COMMITTEES

a) Coaches Development Sub-Committee

i. Shall elect a Convenor at its first Sub-Committee meeting, who shall furnish a written report to each Council meeting and liaise with Club Coaches Convenors.
ii. Shall consist of:
    - Coaches' Convenor,
    - Coach of the first Metro League team
    - Coach of the 15 year Representative Team and
    - (3) members of the Association that hold a minimum Development Coaching Accreditation,
iii. Shall assist with the provision of Accreditation and coaching Courses and the development and mentoring of coaches,
iv. Shall perform other such duties as directed by Council.

b) Competition Sub-Committee

i. Shall consist of:
    - The Competition Secretary who shall act as Convenor,

- five (5) members of the Association,
- three (3) members of the Grading Sub-Committee including the convenor all who are appointed by the Grading Sub- Committee and will adjudicate when required on late registrations,

ii. Assist Competition Secretary and Competition Co-Ordinator to carry out their duties,

iii. Print and verify MWNA Identification Cards, and

iv. Perform such duties as directed by Council.

c) Disciplinary Committee

i. Shall consist of:
- The Association's Solicitor or a person holding legal qualification who will act as chair,
- One (1) member of the Executive Committee who shall act as Convenor,
- One (1) reserve who shall be a member of the Executive Committee,

ii. No member of the Sub Committee shall preside on any matter pertaining to their Club or a member of their Club.

iii. The Executive Committee will be responsible for appointing when a hearing is to be held, a person qualified in law or a person with experience in law, law enforcement, compliance or governance.

d) Governance Sub-Committee

i. Shall consist of:
- one Member of the Executive Committee appointed by the Executive Committee
- Up to seven (7) members of the Association

ii. The Convenor shall be elected from its members at the first meeting of the committee,

iii. Be responsible for monitoring all laws pertaining to Associations and Sports Administration as well as policies and procedures that the Association should introduce,

iv. Author such documents as required for consideration by Council,

v. Monitor the implementation and regularly update, as required and with the approval of Council the Association's Strategic Plan, Constitution, and policies,

vi. Assist with the identification of grants and funding sources and assist with the writing of any applications in consultation with the Business Manager,

vii. Write the Association's Risk Register, ensure its implementation, monitoring and updating, and

viii. Perform such other duties as directed by Council.

e) Grading Sub-Committee

i. Shall consist of:
   - At least seven (7) members of the Association with not more than one person being from the one club, and its Convenor will be elected from its membership by the Sub-Committee, and
   - Competition Secretary

ii. Assist the Grading Convenor and Competition Secretary to carry out their duties.

iii. Assist in grading of teams following liaison with Competition Secretary.

iv. Prepare lists for graders for practical grading sessions.

v. Prepare a roster of graders,

vi. Perform such duties as directed by Council.

f) NetSetGo Sub-Committee

i. Shall consist of five (5) members of the Association.

ii. The Convenor shall be elected from its members at the first meeting of the committee,

iii. Assist the Convenor to carry out his/her duties,

iv. Shall assist in the education of NetSetGo coaches, and

v. Perform such duties as directed by Council.

g) Representative Sub-Committee

i. Shall consist of three (3) members of the Association,

ii. Assist Representative Convenor to carry out his/her duties,

iii. Liaise with the Coaches and Umpires personnel regarding overlapping areas of interest,

iv. Perform other such duties as directed by Council.

h) Representative Coaches and Managers' Appointment Sub-Committee

i. Shall consist of:
   - The Association's Coaches Development Co-ordinator
   - The Representative Convenor
   - Three (3) members who satisfy one or more of the following:
   - hold a current Netball Australia Development Coach Accreditation (or higher); and/or
   - have previously held a Netball Australia Development Coach Accreditation (or higher) together with significant representative coaching experience; and/or
   - have former experience as a coach or player at:
     - Premier League;
     - former Division One State League/Metro;

- NSW representative level;
- National League level; or
- Australian representative level.

- A member, appointed by the Executive Committee, that has one or more of the following:
  - Demonstrated experience in elite or representative coaching, athlete development, or high-performance sport.
  - Qualifications and/or significant professional experience in recruitment, merit selection, behavioural interviewing, organisational psychology, or human resources.
  - Demonstrated experience serving on appointment, nominations, recruitment or selection panels within corporate, government, or sporting organisations
- Two (2) reserves with a minimum qualification or experience of that outlined in (i) above.,

ii. The Convenor shall be elected from its members at the first meeting of the committee.

iii. No more than two (2) members from any one affiliated club may be appointed to the Sub-Committee,

iv. Any member who is a current representative coach or manager (or is subsequently appointed) cannot be a member of the Representative Coaches and Managers' Appointments Sub-Committee,

v. Consider written applications of all applicants, including qualifications, experience, and references of the respective applicants,

vi. Undertake appointment interviews and season review interviews of all Representative Team Coaches and Managers,

vii. Undertake reference checks as required, and

viii. Make recommendations to the MWNA Executive Committee on the appointment of Coaches, Managers and Primary Carers of the Association's representative teams and following probity checks by the Association Secretary the successful appointee shall receive a written notice of appointment from the Association Secretary confirming the appointment,

ix. No member shall service on this Sub Committee for longer than three (3) consecutive years. A member who has served three (3) consecutive years will be eligible to nominate for this Sub Committee after the expiration of one (1) year.

i) Representative Umpires' Appointment Sub-Committee

i. Shall consist of:
   - The Association's Umpires' Development Co-Ordinator,
   - Four (4) members who hold a National Umpires' Badge,
   - Two (2) reserves who hold National Umpires Badge,

ii. Shall meet within seven (7) days of the closing date for receipt of applications,

iii. The Convenor of shall be elected from its members at the first meeting of the committee,

iv. No more than two (2) members from any one affiliated club may be appointed,

v. Consider written applications of all applicants, including qualifications, experience, and references of the respective applicants,

vi. Undertake interviews of applicants if required,

vii. Undertake reference checks as required, and

viii. Make recommendations to the MWNA Executive Committee on the appointment of Umpires of the Associations representative teams and following probity checks by the Association Secretary the successful appointee/s shall receive a written notice of appointment from the Association Secretary confirming the appointment,

j) Selection Sub-Committee

i. The committee shall consist of up to ten (10) elected Association members, with no more than two (2) members being from any one affiliated club. ·

ii. (a) A Coach appointed to a senior representative team during the calendar year cannot serve on that year's Selection Sub Committee's – Senior Panels - with the exception that a coach of a respective senior representative team may participate in the selection of their own team and will have both an ordinary and casting vote.

(b) A Coach appointed to a junior representative team during the calendar year cannot serve on that year's Selection Sub Committee's – Junior Panels - with the exception that a coach of a respective junior representative team may participate in the selection of their own team and will have both an ordinary and casting vote.

(c) Representative team Managers cannot serve on the Selection Sub Committee in the same calendar year in which they are a Representative Team Manager.

iii. The Convenor shall be elected from its members at the first meeting of the Committee.

(a) All elected members of the Selection Sub-Committee must have completed the Netball Australia Select for Success Course and should satisfy one or more of the following:

- hold a current Netball Australia Development Coach Accreditation (or higher); and/or
- have previously held a Netball Australia Development Coach Accreditation (or higher) together with significant representative coaching experience; and/or
- have former experience as a coach or player at:
  - Premier League;
  - former Division One State League/Metro 1;
  - NSW representative level;
  - National League level; or
  - Australian representative level.

(b) The Executive Committee will appoint panels of three (3) selectors for each representative team each year and the Association Secretary shall maintain a register of which member served on the respective panels.

(c) No member shall serve on the same age group they selected in the preceding year, e.g. if a member selected the 12 years representative team in the preceding year, they cannot select the 13 years representative team the following year, unless otherwise approved by the Executive Committee where exceptional circumstances exist, or where there are insufficient suitably qualified selectors available.

(d) Panels will select players for Metro League (Male and Female), Masters, Summer Series, Senior and Junior Representative Teams, Development Teams, and Talent Squads as determined by Council. Coaches' and Managers' reports from the previous year must be considered confidentially during selection process.

(e) Selected players will be announced via the Association's social media.

(f) Selectors may choose not to select players or a team, if the standard of nominees is deemed unacceptable.

(g) Selectors will perform duties as directed by Council.

(h) No more than one (1) panel member may be from the same club.

(i) Each selector must attend at least one (1) day of the Netball NSW State Titles, one round of each Division of Metro League that the Association has a team in, and one (1) carnival of each age group.

k) Sponsorship, Communications and Promotions Sub-Committee

i. Shall consist of:

- the Vice President, and

- up to four (4) members of the Association who will desirably have qualifications and/or experience in sponsorship development, digital and written communications, marketing, and promotions,

ii. Ensure that policies are created regarding sponsorship, communications, marketing and be responsible for the promotion of the sport of netball,

iii. Assist and manage sponsorship, communication, marketing, and promotions including the Association's social media, communications, and publicity,

iv. Assist with any social functions of the Association, and

v. Perform such duties as directed by Council.

l) Trophy Sub-Committee

i. Shall consist of five (5) members of the Association, one of which will be elected by the sub-committee as its Convenor at the first meeting of the committee,

ii. Assist the Convenor to carry out his/her duties,

iii. Obtain quotations for trophies for all Association, competitions and carnivals and present to Council for ratification, and

iv. Perform such duties as directed by Council.

m) Umpires' Development Sub-Committee

i. Shall consist of:

- Umpires' Convenor who shall act as Convenor the Sub Committee,
- up to eight (8) members of the Association that hold a National Umpires' Badge,

ii. Shall assist with the provision of Accreditation and training courses, coaching, and mentoring of umpires, and

iii. Shall perform such duties as directed by Council.

COUNCIL

i. Council shall meet on the fourth Monday of each month, if possible, and in November when the Council meeting shall be held after the Annual General Meeting.

ii. Order of Business at Council meetings shall be:

- Apologies
- Confirmation of Minutes
- Business arising from Minutes
- Notice of Motions
- Elections

- Correspondence
- Business arising from correspondence
- Reports:
    - Executive
    - Treasurer
    - Secretary
    - Coaches' Convenor
    - Coaches Development Coordinator
    - Competition Secretary
    - Disciplinary Convenor
    - Governance
    - Grading Convenor
    - High Performance Umpire Coach
    - NetSetGo Convenor
    - Premier League
    - Representative Coaches and Managers Appointments
    - Representative Convenor
    - Representative Umpires Appointments
    - Selection Convenor (Junior)
    - Selection Convenor (Senior)
    - Sponsorship, Communications and Promotions
    - Trophy Convenor
    - Umpires' Convenor
    - Vice President/Website
- General Business

iii. Formal Business submitted by clubs, for discussion by Council, must be forwarded by Club Secretaries in time to reach the Association Secretary by 5pm on the Friday prior to the Council meeting at which the matter is to be discussed.

iv. All nominations for positions on Association's Executive Committee and Sub-committees are to be submitted on the nomination forms supplied by the Association and returned to the Association Secretary by 5pm on the Friday prior to the October Executive meeting. If a nomination is submitted in a sealed envelope marked "The Returning Officer of the Association" that envelope is to remain sealed and opened only by the Returning Officer at the October Executive meeting.

STANDING ORDERS

1. The chairperson shall:

    a) make sure that a quorum is always present throughout the meeting.
    b) conduct the meeting in accordance with the rules.

c) ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.

d) terminate any discussions which is not, at that time, relevant to the business before the meeting.

2. The chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded, and carried "that the Chairperson's ruling be disagreed with". The mover may speak briefly in support of his/her motion and the Chairperson explain why his/her ruling was given. The Chairperson takes the vote.

3. All members shall stand to address the Chair.

4. No speaker shall speak for or against a motion more than once.

5. There shall be no limit to the number of speakers for or against a motion, providing the debate is still active, but if there is no speaker in opposition to the previous two speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.

6. Any member may move without debate that the question "now be put" provided there have been two speakers for the motion and two speakers against the motion, and if the motion is seconded and carried by a majority vote the motion before the meeting shall be put at once.

7. Any member may move that the meeting "now proceed to the next business". This requires a seconder and shall be voted upon without discussion. If carried the original motion shall not be revived at the same meeting. If lost the original motion shall be put without further discussion except that the mover shall have the right of reply.

8. Any member may move that the motion before the Chair be deferred.

9. A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.

10. Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting by most members present.

11. An amendment which is a direct negative of the motion shall not be allowed.

12. An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise his/her right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon.

13. An amendment which is carried becomes the motion and is open for further amendment. The mover and seconder of the motion under discussion are not entitled to move or second amendments to it. If the mover agrees with any proposed amendment, he/she can accept it and may seek leave to alter the motion accordingly.
14. No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting.
15. Voting on motions before the Chair shall be by voice or show of hands except by Resolution that a secret ballot shall be taken.
16. The voting on any motion shall be recorded at the request of any one member.

CONFLICT OF INTEREST

This clause applies to any member who is, or potentially may be, in conflict of interest.

A conflict of interest shall be deemed to arise if the matter to be discussed or upon which a vote is to be taken involves the nomination, selection, or appointment of the member or relative.

Relative means:

- parent, including stepparent
- spouse or former spouse, including de facto partner
- siblings - a child or stepchild
- uncle
- aunt
- first cousin
- grandparent/great grandparent
- grandchild/great grandchild
- parent-in-law
- son-in-law
- daughter-in-law
- sister-in-law
- brother-in-law
- stepsister or half-sister
- stepbrother or half-brother
- foster child/foster parent - guardian

In the event of a conflict of interest, a member who is in conflict shall not participate in the meeting and shall not vote on the matter in respect of which the member is in conflict.

PECUNIARY INTEREST

This clause applies to any member who has, or potentially has, a pecuniary interest in a matter associated with any matter under discussion.

For the purpose of this clause, a member has a pecuniary interest in a matter if the pecuniary interest is the interest of: -

(a) the member.

(b) a relative, of the member.

(c) a partner or employer of the member.

(d) a company of which the member is a director or shareholder.

If the member has a pecuniary interest in a matter, the member shall not participate in the meeting and shall not vote on the matter in respect of which the member has a pecuniary interest.