



By-Laws of Boyne Tannum Netball Association

March 2026

Table of Contents

1	Management Committee	4
1.1	President	4
1.2	Vice-President	5
1.3	Secretary	5
1.4	Treasurer	5
1.5	General Management Committee Member/s	6
2	Operations Committee	6
2.1	Canteen Coordinator	6
2.2	Carnival Coordinator	7
2.3	Coaching Coordinator	7
2.4	Equipment and Uniforms Coordinator	8
2.5	Fixtures Coordinator	8
2.6	Fundraising Coordinator	8
2.7	Liaison Officer	8
2.8	Maintenance Coordinator	9
2.9	NET SET GO Coordinator	9
2.10	Registrar	9
2.11	Social Media and Publicity Officer	9
2.12	Sponsorship and Grants Coordinator	10
2.13	Summer Competition Coordinator	10
2.14	Umpire Coordinator	10
3	Registration and Competitions	11
3.1	Junior and Senior Registration	11
3.2	Junior and Senior Competition Regulations	11
3.3	Summer Competition Registration	12
3.4	Summer Competition Regulations	13
3.5	Carnival Registration	13
3.6	Carnival Regulations	14
3.7	Duration of Play (excluding carnival competition)	15
3.8	Grading (excluding carnival competition)	15
3.9	Refund of Registration Fees (excluding carnival competition)	15
3.10	Re-grading	15
3.11	Registration Fees	15
3.12	Substitutions	16
3.13	Transfers	16

3.14	Uniform (excluding carnival competition)	16
3.15	Withdrawal of a team	16
3.16	Game Point Allocation.....	16
3.17	Junior and Senior - Most Valuable Player Point Allocation	17
3.18	Positions for the Finals.....	17
3.19	General Housekeeping Rules	17
3.20	Wet Weather / Unsuitable Playing Conditions.....	18
3.21	Timekeeping, Match Ball and Scoring.....	18
3.22	Forfeits	19
4	Umpires.....	19
5	Representative netball.....	19
5.1	Senior and / or Junior Representative Coordinator.....	19
5.2	Senior and / or Junior Representative Assistant Coordinator	20
5.3	Senior and / or Junior Representative Secretary and Finance Coordinator.....	20
5.4	Representative Selection Panels.....	21
5.5	Representative Players.....	21
5.6	Representative Coaches	21
5.7	Representative Team Managers	22
5.8	Representative Umpires	22
6	Complaints.....	23
7	Correspondence.....	23

1 Management Committee

The Management Committee oversee the running of the Association with a focus on the strategic direction. Management positions are elected at the Annual General Meeting and the Management Committee have voting rights at Management and General Meetings of the Association. All Management Committee members will be a member of the Association and will require a Working with Children Blue Card. They will also have a good understanding of the Constitution, By-Laws and the duties of all management, operations and subcommittee positions.

Under no circumstances are any financial decisions to be made without the approval of the majority of the Management Committee

The Management Committee consists of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- General Management Committee members

1.1 President

The President is the principal leader of the Association and has overall responsibility for the Associations administration. The President in conjunction with the Secretary should set the agendas for all meetings consistent with the views of the members. The President should:

- a) Attend all meetings of the Association and carry out all directions given at such meetings.
- b) Be well informed of all Association activities.
- c) Be aware of the future directions and plans of members.
- d) Manage Operations, General and Management Committee meetings.
- e) Manage the Annual General meeting.
- f) Represent the Association where possible at local, regional and state level.
- g) Be a supportive leader for all Association members whilst remaining impartial.
- h) Act as a facilitator for organisation activities.

-
- i) Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.
 - j) Present reports at meetings – especially at the AGM.
 - k) Must regularly assist with fixture convening on our delegated fixture days and any other sanctioned BTNA events.

1.2 Vice-President

The Vice President should:

- a) Attend all meetings of the Association and carry out all directions given at such meetings.
- b) Chairs meetings in the absence of the President and assist the President where required.
- c) Be well informed of all Association activities.
- c) Be aware of the future direction and plans of members.
- d) Where possible represent the Association at local, regional and state level in the absence of the President.
- e) Be a supportive leader for all Association members.
- f) Assist the President in facilitating Association activities.
- g) Assist the President in the planning and budgeting for the future of the Association in accordance with the wishes of the members.

1.3 Secretary

The Secretary should:

- a) In conjunction with the President, set the agenda for all meetings.
- b) Attend all meetings of the Association and carry out all directions given at such meetings.
- c) Take the minutes at all Association meetings following the order of the agenda.
- d) Regularly check emails and the PO Box and forward on to the appropriate Committee members.

1.4 Treasurer

The role of the Treasurer is to ensure financial stability of the Association in conjunction with the Management Committee. The Association utilises a cash basis accounting system. The Treasurer should:

- a) Attend all meetings of the Association and carry out all directions given at such meetings.
- b) Be one of the authorisers of accounts.

-
- c) Enter financial transactions into the Associations accounting software programme.
 - d) Reconcile bank statements on all accounts.
 - e) Maintain accurate records of all financial activity including accounts receivable and accounts payable.
 - f) Present the Associations financial position at each Management and/or General meeting.
 - g) Present a written financial report at the AGM.
 - h) Prepare all financial records for annual audit.
 - i) Provides guidance and oversees junior and senior representative subcommittee secretary and finance coordinator.
 - j) Liaise with the bookkeeper to ensure all government financial regulations and reporting is met.

1.5 General Management Committee Member/s

The non-portfolio members are additional members on the Management Committee to assist with the general administration of the Association. Non-portfolio members should:

- a) Attend all Management Committee meetings of the Association and carry out all directions given at such meetings.
- b) Assist with the general administration of the Association and assist all other executive members when needed.

2 Operations Committee

These positions are elected and appointed at either the Annual General Meeting or General Meetings with the approval of the Management Committee. The Operations Committee positions take on operational tasks within the Association. At times, members of any Operations Committee position may be requested to attend Management Committee or General meetings to discuss business relating to their position.

Under no circumstances are any financial decisions to be made without the approval of the majority of the Management Committee. All Operations Committee members will be a member of the Association and must have a valid Working with Children Blue Card. They will also have a good understanding of the Constitution, By-Laws and the duties of all management, operations and subcommittee positions.

2.1 Canteen Coordinator

- a) Prepare a budget and monitor it carefully, accounting for all purchases and receipts.

-
- b) Keep the canteen accounts up to date and funds reconciled with sales.
 - c) Keep a record of all payments and monies received.
 - d) Liaise with the Treasurer to ensure financial transparency and compliance with organisational guidelines.
 - e) Ensure that an adequate food safety plan is in place and meets all health and safety requirements required by Local Council.
 - f) Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase from the canteen.
 - g) Ensure that the canteen is open for business from the commencement of the first game.
 - h) Liaise with the Management Committee with regards to upcoming activities/events that may require alterations to the normal stock purchase.
 - i) Create and manage a roster for all persons volunteering or working in the canteen.
 - j) Ensure refrigerators and dispensing equipment is properly maintained and serviced.
 - k) Provide a written monthly report on canteen operations to the Management Committee.

2.2 Carnival Coordinator

- a) Develop a detailed carnival schedule, including game fixtures, umpire rosters and activities.
- b) Coordinate venue setup, including courts, signage and amenities.
- c) Liaise with vendors and service providers for supplies, catering, and equipment.
- d) Manage team registrations, including entry forms, payments, and confirmations.
- e) Communicate event details, rules, and expectations to participating teams and officials.
- f) Ensure the availability of necessary equipment, such as balls and first aid supplies.
- g) Organise parking, seating and facilities for attendees.
- h) Recruit, train, and coordinate volunteers for roles throughout the carnival.
- i) Develop and distribute volunteer rosters.
- j) Oversee event operations, ensuring the schedule runs smoothly.
- k) Address and resolve any issues that arise during the carnival.
- l) Serve as the main point of contact for teams, officials and spectators.
- m) Coordinate the pack-down and clean-up of the venue.
- n) Collect and review feedback from participants and stakeholders.
- o) Prepare a post-event written report for the Management Committee.

2.3 Coaching Coordinator

- a) Oversee the development of coaches, coordinate coaching clinics and coaching accreditations.

-
- b) Provide assistances to Club coaches and Representative coaches.
 - c) Responsible for recruiting and assigning a qualified coach to any team lacking one.

2.4 Equipment and Uniforms Coordinator

- a) Ensure that all Junior teams receive a ball bag containing training equipment.
- b) Procurement of new equipment following approval from the Management Committee.
- c) Keep equipment shed in an organised manner.
- d) Following approval from the Management Committee order uniforms as needed for the club from the nominated supplier.
- e) Provide the Treasurer with invoices and receipts.
- f) Be available to attend registration days and pre-season trainings to organise new uniforms for new and/or returning players.
- g) Distribute uniforms once full payment has been received.
- h) Ensure there is enough stock available in all sizes for when players need replacement uniform.
- i) Order in new stock when supplies are low.
- j) Review uniform costs and pricing, in consultation with the Management Committee on an annual basis.
- k) Consider any new uniform items that may be required.
- l) Complete annual stocktake of uniforms.

2.5 Fixtures Coordinator

- a) Create and publish all competition fixture draws using Netball Connect.

2.6 Fundraising Coordinator

- a) Provide a list of fundraising activities for the Operations Committee to discuss and consider approving.
- b) Organise dates for fundraising activities to work in with the netball calendar.
- c) Organise volunteers to help carry out these fundraising ventures.

2.7 Liaison Officer

- a) Act as the primary point of contact for members and external organisations.
- b) Ensures clear and consistent communication across all levels of the Association.

-
- c) Assist with resolving issues and concerns raised by members or families in a professional and timely manner.
 - d) Provide guidance and support to members and volunteers as needed.

2.8 Maintenance Coordinator

- a) Responsible for seeking out any maintenance that needs to be done around the club house/grounds/courts.
- b) Liaising with the Operations Committee in regard to these concerns.
- c) If required, organising a group of volunteers to carry out maintenance, clean the courts and mark the grass courts when required.

2.9 NET SET GO Coordinator

- a) Coordinate the NET SET GO program.
- b) It is recommended that the coordinator is an Accredited Foundation Coach to ensure an understanding of safety requirements and ethics of Junior Development.
- c) Must be friendly and enthusiastic as they will be dealing with young players and their parents and will be seen as the public face of the program.

2.10 Registrar

- a) The Registrar oversees the registration process as set out by Netball Queensland.
- b) Attend all Operations meetings of the Association and carry out all directions given at such meetings.
- c) Ensure that all registrations are completed correctly and are reconciled.
- d) Monitor player eligibility as per By-Laws.
- e) Must regularly assist with fixture convening on our fixture days and any other sanctioned BTNA event.

2.11 Social Media and Publicity Officer

- a) Manage the BTNA social media pages, Facebook and Instagram.
- b) Responsible for the promotion of club successes.
- c) Responsible for the agreed promotion of sponsorship support.
- d) Responsible for advertisement of season start dates and registration closure dates, to be distributed to all schools and local community newsletters with adequate notice.

-
- e) Put up flyers with advertisement of season start dates and registrations closure dates to public places.
 - f) Ensure an even promotion of players on the social media pages.

2.12 Sponsorship and Grants Coordinator

- a) Responsible for seeking out sponsorship and or Grants for the Boyne Tannum Netball Association for both the club and Representative programs.
- b) Identify and apply for grants and sponsorship.
- c) Any grants or sponsorships received will be reported to the Operations and Management Committee.

2.13 Summer Competition Coordinator

- a) Develop the schedule for games, including team matchups using the Netball Connect.
- b) Liaise with the Management Committee to set and communicate competition rules, emphasising fun and sportsmanship.
- c) Organise registration, including team entries, fees, and player details using the Netball Connect.
- d) Promote the competition through social media, flyers, and community outreach.
- e) Foster a welcoming environment for players of all skill levels.
- f) Ensure courts, equipment, and facilities are prepared for games.
- g) Coordinate volunteer roles.
- h) Monitor games to ensure adherence to the competition's rules and values.
- i) Act as the main point of contact for players, teams, and officials throughout the season.
- j) Gather feedback from participants to improve future competitions.
- k) Provide a written report to the Management Committee at the completion of the competition.

2.14 Umpire Coordinator

- a) Oversee the development of the Association umpires of all standards/abilities.
- b) Assign umpires to fixtures according to their ability. Where required, the Umpire Coordinator will organise umpires for any representative duties, organise any umpire accreditation courses/exams.
- c) On fixtures night coach umpires, especially beginner umpires and assign umpire mentors if applicable.
- d) In conjunction with the Treasurer collate all payments for umpires and mentors.

-
- e) Where the Umpire Coordinator position is not filled, each team will be required to source their own suitably qualified umpire to umpire their fixtures game. Umpire payments will continue as per the endorsed payment plan.

3 Registration and Competitions

3.1 Junior and Senior Registration

- a) Players can register as an individual to be placed into a team.
- b) Additional players may join existing teams at any time during the season, but the full registration fee still applies.
- c) All players must register and pay the registration fee prior to participating in the competition.
- d) Junior Divisions – born as at 31 December of the year of competition.
 - i. Net: 5-6 years
 - ii. Set: 7-8 years
 - iii. Go: 9-10 years
 - iv. Junior 4: 11-14 years
 - v. Junior 3: 11-14 years
 - vii. Junior 2: 11-14 years
 - viii. Junior 1: 11-14 years
 - ix. Cadet 2: 15-17 years
 - x. Cadet 1: 15-17 years
 - xi. Seniors: 15 years and older
- e) If there are insufficient Cadet teams, Cadets may merge with Junior 1 or Senior teams, as determined by the Management Committee.
- f) Junior players are permitted to register with only one junior team.
- g) Senior players are permitted to register with only one senior team.
- h) Junior players turning 15 in the year of competition may have dual registration with applicable fees.
- i) A maximum of one boy aged 14 or younger may be registered to play in an appropriately aged team.
- j) The Senior competition is unsuitable for male players.

3.2 Junior and Senior Competition Regulations

- a) The competition shall be controlled by the Management Committee. Prior to the commencement of the season the Management Committee shall set the duration of the competition.

-
- b) Teams must mark players present on the Netball Connect app prior to the commencement of the game.
 - c) A team may commence a match with no fewer than five of its original players. If a team does not have at least five of its original players on the court at the start of the game, the team has one minute to fill five original players. The opposing team must take the court in starting positions. Should a team be unable to field at least five original players at any time during the game, the game shall be declared a forfeit.
 - d) If a junior team is missing any of its original seven players, they may borrow players from a lower division team. However, the original players must remain on the court unless an injury occurs. However, the original players must remain on the court, and borrowed players are not permitted to substitute for original players unless an injury occurs. Borrowed junior players may only play in the WD or WA positions.
 - e) If a senior team is missing any of its original seven players, they may borrow players from another senior team. However, the original players must remain on the court, and borrowed players are not permitted to substitute for original players unless an injury occurs. Borrowed senior players may only play in the WD or WA positions.
 - f) Senior teams borrowing players from a junior team must ensure the players are at least 15 years old in the year of competition.
 - g) Teams must not borrow players from another team during grading rounds unless prior approval is granted by the Management Committee
 - h) Teams who forfeit please refer to By-Law 3.22.
 - i) All players must have played three competition matches with the team in which they are registered, to be eligible to play BTNA Representative netball and finals series.
 - j) Teams must not borrow players during the finals series unless prior approval is granted by the Management Committee.
 - k) All players who play up for a higher division, need to be added to the borrowed players in the Netball Connect.
 - l) A player can only play up twice for any team. If the same player plays up a third match for any team, they are deemed to be part of that team and will forgo their position in their registered team.
 - m) Players cannot play for a team in the same division as their first registered division.

3.3 Summer Competition Registration

- a) Management Committee will set the registration and game fees annually.
- b) Players can register as an individual to be placed into a team or as a whole team as per the BTNA registration process.

-
- c) Additional players may join existing teams at any time during the season, but the full registration fee still applies.
 - d) All players must register and pay the registration fee prior to participating in the competition.
 - h) Mixed Divisions: (based on school year not year of birth)
 - i. Year 7/8
 - ii. Year 9/10
 - iii. Year 11/12
 - iv. Open
 - i) As this is a social competition, players are eligible to play across the same divisions as well as playing up divisions.

3.4 Summer Competition Regulations

- a) The Summer competition shall be controlled by the Management Committee. Prior to the commencement of the season the Management Committee shall set the duration of the competition.
- b) The Summer competition is a social/non-competitive competition with no finals to be played.
- c) Teams who forfeit please refer to By-Law 3.22.
- d) Players are eligible to play across divisions to avoid forfeits.
- e) It shall not be necessary for a male player to be opposed to a male player.
- j) A maximum of three males are allowed on the court at any time, with only one male permitted in each third. For example: one male as either GS or GA, one as either WD, C, or WA, and one as GD or GK.
- f) Normal substitution rules apply as long as the above restrictions are adhered to.

3.5 Carnival Registration

- a) The Management Committee will set the carnival fee annually.
- b) Teams will register as per the registration process on Netball Connect.
- c) Players must register into their team prior to participating in the carnival, and a team registration will not be accepted until this occurs. The Management Committee reserves the right to decline a team registration if player registrations are not completed prior to a registration close date.
- d) Junior Divisions – born as at 31 December in the year of competition. Divisions will be based on skill not age and pools will be determined by the number of teams nominated in that division.
 - i Set: 7-8 years
 - ii Go: 9-10 years
 - iii Junior 4: 11-14 years
 - iv Junior 3: 11-14 years

-
- v Junior 2: 11-14 years
 - vi Junior 1: 11-14 years
 - vii Cadet 2: 15-17 years
 - viii Cadet 1: 15-17 years
 - ix Seniors: 15 years and older
 - x Boys
 - xi Mixed
- e) Teams that nominate in the wrong division may not automatically change division as it will depend on the number of team nominations already in that division. A refund will be given if this is the case, or the team will be placed in the correct division if numbers permit.
 - f) Replacement players must be within the guidelines stated above.
 - g) If a player does not have a current Netball Queensland registration, they will be charged a carnival nomination fee to cover insurance.
 - h) A team nomination must also be accompanied by a suitably experience umpire for the competition level.
 - i) Representative teams will be accepted and placed in the most appropriate division at the sole discretion of the Management Committee.

3.6 Carnival Regulations

- a) Nomination fee is non-refundable, except in relation to Clause 3.5e.
- b) Teams may nominate no more than twelve players and no less than seven players in any one team.
- c) Awards will be given to the winners and runners up of each division.
- d) All teams competing in the SET division will receive a participation acknowledgement.
- e) All games will be scored using Netball Connect. Both teams must supply a scorer who sit or stand in the defined Scorer box. Live scoring is the official record of the game.
- f) Each court will have a tub containing a match ball, clipboard, pen, scoresheet (as a backup to Live scoring if needed).
- g) Games will consist of two twelve-minute halves, with two minutes break for half time. The games will be centrally timed, time lost for injury or illness will not be played.
- h) If there is a tie-on points at the conclusion of the competition, the winners for that division shall be worked out on the goals for and against formula. (Goals for divided by goals against multiplied by 100 divided by the actual number of games played).
- i) Due to the number of nominations in some age groups, they have been split into Pools. There will be no finals or play-offs. Awards will be given to the winner and runner Up in each pool.

3.7 Duration of Play (excluding carnival competition)

- a) Matches will consist of four x 12 minute quarters. Breaks between quarters will be 2 minutes, 3 minutes and 2 minutes.
- b) Extra time is only applicable in the grand final series. It will start with a one-minute break, followed by 5 minutes of play in each direction with a one-minute break in between. If the score is still tied, the teams will continue playing until one team leads by two goals (e.g., 35 to 33).

3.8 Grading (excluding carnival competition)

- a) Where determined by the Management Committee, there will be two weeks of grading for pre-season where no points will be given.

3.9 Refund of Registration Fees (excluding carnival competition)

- a) The Netball Queensland proportion of the registration cannot be refunded after a player has played a game of netball.
- b) Upon request, BTNA may refund a proportion of the game fee component based on a pro rata rate of the player registration fees relevant to the games that have been played.
- c) All refunds must be requested in writing to the Secretary. Approval for refunds will be made by the Management Committee.
- d) If approved, refunds will be processed via bank transfer within four weeks.

3.10 Re-grading

- a) The Management Committee may re-grade teams from their original division in which they were nominated. The Management Committee will use a variety of methods to determine if teams need to be re-graded.
- b) Re-grading will be done within the first six weeks of the competition.

3.11 Registration Fees

- a) Registration fees will be set by the Management Committee once Netball Queensland sets their annual fees.
- b) Registration fee consists of Netball Queensland membership insurance and Boyne Tannum Netball Association membership and game fees.
- c) Registration fees must be paid in full prior to participating in the competition.

3.12 Substitutions

- a) Rolling substitutions apply across all BTNA competitions.
- b) Substitutions need to occur within the designated substitution zones.
- c) Substituting player must enter the designating substitution zone prior to the new player taking the court. Any bib changes must occur in the designated substitution zone, prior to taking the court.
- d) New player/s entering the court must abide by the offside rule.

3.13 Transfers

- a) Players wishing to transfer from one team to another at any time during the season must seek approval from the Management Committee.

3.14 Uniform (excluding carnival competition)

- a) Bibs can be borrowed in extenuating circumstances, for example same colour as opposing team.
- b) Team uniforms must consist of all players in the same colour shirt and same-coloured bottoms whether that is a skirt or a pair of shorts.
- c) Where a team uniform is new, it must be approved by the Registrar prior to orders being made.

3.15 Withdrawal of a team

- a) If a team wishes to withdraw from their registered competition, they must advise the Management Committee in writing.
- b) The individual players are then eligible to transfer into a team of the equivalent or higher grade than their original registered team.

3.16 Game Point Allocation

- a) Four points will be allocated for a win.
- b) Four points will be allocated for a forfeit to the non - offending team.
- c) Two points will be allocated for a draw.
- d) One point will be allocated for a loss.
- e) Four points will be allocated for a bye.
- f) Zero points will be allocated if your team forfeits.

3.17 Junior and Senior - Most Valuable Player Point Allocation

- a) After each match a nominated team representative, will nominate one player from the opposing team as the Most Valuable Player using the Netball Connect App.
- b) The players with the most points at the conclusion of the fixtures will receive an award at the presentation celebrations.

3.18 Positions for the Finals

- a) Final positioning of teams is determined by the game average formula = total accumulative points divided by the total games played.
- b) If two or more teams have accumulated the same game average the ranking will be decided by the team with the highest goal average using the goal average formula. Goals Accumulated For, divided by Goals Accumulated Against, divided by Games Played, x 100.
- c) Semi-finals shall be drawn by 1 versus 2 and 3 versus 4.
- d) Preliminary finals shall be drawn by the loser of 1 versus 2 and the winner of 3 versus 4.
- e) Grand finals will be the winner of 1 versus 2 (semi-final) and winner of the preliminary final.

3.19 General Housekeeping Rules

- a) Red zones are for umpires only please keep this zone free from spectators at all times.
- b) All courts must be fitted with goal post protectors prior to the commencement of play or training. At the end of the fixture evening or training, each team is required to return a post pad to the designated storage area.
- c) Children must be supervised by an adult at all times within the bounds of the netball precinct.
- d) Swinging off netball hoops is not permitted.
- e) Defacing of the netball courts surface is not permitted.
- f) Roller blades, skateboards, bikes, scooters and/ or football boots are not permitted on the netball courts.
- g) Any person obstructing games in progress may be asked to leave the netball precinct.
- h) No smoking, vaping or alcohol is permitted within the bounds of the netball precinct.
- i) Animals are not permitted within the netball precinct. The exception is for guide or assistance dogs only.
- j) No fundraising other than BTNA's fundraising are to be run within the bounds of the netball precinct, without prior approval of the Management Committee.

3.20 Wet Weather / Unsuitable Playing Conditions

- a) The cancellation and/or delay of games due to unsuitable playing conditions will be decided by the Management Committee.
- b) Once a decision has been made that the games are cancelled a notification will be sent to all members via email through Netball Connect.
- c) Once play has commenced, the umpire will decide whether play will continue in event of wet weather.
- d) If a fixture game is stopped before the commencement of the third quarter the game is cancelled.
- e) If a game has commenced the third quarter, the game will be counted as a completed game. Points will be determined by the score at the time the game was stopped.
- f) Cancelled games will not be replayed.
- g) If a game is cancelled in one timeslot (e.g., 7:15 PM) but games in other timeslots of the same division (e.g., 6:15 PM) are played, the teams in the cancelled game will be allocated 2 points each for a draw, ensuring fairness.
- h) Teams who play as scheduled will receive points according to the normal game point allocation (win, loss, draw, etc.).
- i) If a Semi-final, Preliminary final or Grand Final games are postponed due to wet weather/unsuitable playing conditions, the times of the games will be determined by the Management Committee.

3.21 Timekeeping, Match Ball and Scoring

- a) All games (excluding Grand Finals) will be centrally timed; therefore, no extra time is given for injuries or illness during all other games.
- b) Scorers will be responsible for timing Grand Final games.
- c) Games will use Netball Connect to score and this is the official record of the game.
- d) A scorer from each team must score together for the duration of the game. For Grand Final matches, the scorers must be 18 years of age or older.
- e) If a team fails to supply a scorer, no dispute about the score will be entered in to.
- f) The scorers should ensure all players that are taking the court are listed on the Live Scoring App. If their names don't appear on the App, the scorers are to contact the Fixtures Coordinator for assistance.
- g) Match balls are located courtside in the buckets.
- h) Teams warming up must supply their own ball/s.

3.22 Forfeits

- a) Teams must advise the Registrar, no later than 4 hours prior to the scheduled start time of their game if they need to forfeit.
- b) On the third forfeit of the season by team could see the team being removed from the competition as directed by the Management Committee.

4 Umpires

- a) Umpires must supply their own whistle, wear a white shirt and suitable running shoes.
- b) Umpires will be paid per game in accordance with their qualifications or skill level and the fees set by the Management Committee.
- c) Rostered umpires must sign in at the clubhouse prior to the commencement of the game, failing to do so **may** result in no payment being made to the umpire.
- d) Rostered umpires who cannot fulfil their umpiring duty must first try and find a suitable replacement umpire and then contact the Umpire Coordinator to advise of the replacement. If unable to find a replacement umpire, they must notify the Umpire Coordinator at least 4 hours prior to the designated umpiring duty to allow enough time for a replacement umpire to be sourced.

5 Representative netball

The Representative Subcommittee is made up of a Coordinator, Assistant Coordinator, and Secretary and Finances Coordinator. All subcommittee members and Coaching staff, Team Managers and Umpires must have a Working with Children Blue Card and be a member of the association.

The Representative Program will be endorsed by the Management Committee and there will be no deviation from the program.

5.1 Senior and / or Junior Representative Coordinator

- a) Prepare and manage the representative program, seeking approval from the Management Committee prior to commencing the program.
- b) Liaise with the Management Committee, representative teams, coaches and managers.
- c) Facilitate representative sub-committee meetings and in consultation with the Representative Finance Co-ordinator prepare summary reports and financial reports forwarded to the Secretary.
- d) Facilitate the representative selection meetings and trials.

-
- e) In consultation with the Representative Finance Co-ordinator and Treasurer prepare a budget and set fees for the representative program.
 - f) Ensure all representative players and officials abide by the constitution and by-laws of the association
 - g) Work with Equipment and Uniforms Coordinator to order and distribute uniforms at the beginning of the representative season.
 - h) Arrange required registrations and attendance at representative carnivals.
 - i) Manage all representative equipment while travelling to and from representative carnivals and conduct a stocktake of at the end of the representative season.
 - j) Arrange accommodation for representative officials for Representative State Age competition/s, with approval from the Management Committee.
 - k) Attend Association meetings as required.

5.2 Senior and / or Junior Representative Assistant Coordinator

- a) This position may be filled by one person, or two people. For example, a Senior Representative Assistant Coordinator and a Junior Representative Assistant Coordinator.
- b) Assist Senior and / or Junior Representative Coordinator in all areas where required.
- c) In absence of the Senior and / or Junior Representative Coordinator, carry out the duties of the coordinator to ensure the smooth running of the subcommittee.
- d) Work with the subcommittee to reach Representative Program goals.
- e) Attend representative subcommittee meetings.

5.3 Senior and / or Junior Representative Secretary and Finance Coordinator

- a) This position may be filled by one person, or two people. For example, a Senior Representative Secretary and Finance Coordinator and a Junior Representative Secretary and Finance Coordinator.
- b) Experience with Xero Bookkeeping software would be an advantage.
- c) Main correspondent for BTNA senior and / or junior representative netball.
- d) Liaise with other clubs regarding representative carnivals and activities.
- e) Provide a reconciliation spreadsheet on a weekly basis to the Treasurer ensuring all receipts and invoices are forwarded as soon as possible.
- f) Work within the representative budget and report to the Senior and / or Junior Representative Coordinator.
- g) Keep track of all finances associated with senior and / or junior representative netball.
- h) Support the Senior and Junior Representative Coordinator where required.

-
- i) Attend representative subcommittee meetings when required.

5.4 Representative Selection Panels

- a) Selection panel will comprise of members appointed by the Representative Subcommittee in consultation with the Management Committee.
- b) The selection panel shall consist of a minimum of 3 and a maximum of 5 selectors.
- c) Selection panel members may serve on more than one selection panel.
- d) Selectors must declare any conflict of interest to the Management Committee prior to trials.
- e) The selection panel has the power to call for additional trials as required.
- f) The Management Committee shall approve all team selections and has the power to alter any decisions by the Selection Panel only on grounds other than playing ability.

5.5 Representative Players

- a) To be eligible for selection in a team to represent BTNA, players shall satisfy the following condition:
 - i. Be a member of BTNA in the year of representation.
 - ii. Regularly participate in fixture competitions conducted by BTNA of current representative year as per Clause 3.2h.
- b) All players seeking selection are required to attend trials. Players who are unable to trial must submit reasons in writing to the Management Committee prior to selections.
- c) The Management Committee at any time may require a player who fails to meet their obligations to stand down from a representative team and request the selection panel to choose a replacement player.
- d) Players in Representative Teams shall wear the uniform of the Association. Uniforms are to be purchased at the player's expense.

5.6 Representative Coaches

- a) Nominations for Representative Coaches shall be submitted to the Association by the closing date set by the Representative Subcommittee who shall present the proposed Coaches to the Management Committee for their approval.
- b) Upon appointment, the Coach shall work in conjunction with the Team Manager and Representative Subcommittee to deliver the approved Representative Program.
- c) Remuneration for this position will be determined by the Management Committee annually, when the budget is prepared.
- d) The responsibilities of the Coach are;

-
- i. Giving their time for planning and conducting training sessions.
 - ii. Coaching their team at carnival/s.
 - iii. It is recommended to hold a Development Coach Accreditation.
 - iv. Responsible for player wellbeing during carnivals.
 - v. To work harmoniously with the Representative Subcommittee and Management Committee and all Representative team Coaches, Managers and Umpires.
 - vi. To be available and well prepared for trainings, team meetings and competitions.
 - vii. To provide an inclusive environment that is conducive to the developmental needs of players at all times.

5.7 Representative Team Managers

- a) Nominations for Representative Team Manager shall be submitted to the Association by the closing date set by the Representative Subcommittee who shall appoint the Team Manager in consultation with the Management Committee.
- b) Upon appointment, the Manager shall work in conjunction with the team and Representative Subcommittee.
- c) There is no remuneration associated with this position.
- d) The responsibilities of the Manager are;
 - i. The contact person for their team regarding all general enquiries.
 - ii. Managers are required to have all relevant documentation at all events.
 - iii. Responsible for making sure all players are informed of any important information.
 - iv. Responsible for scoring and any responsibilities that the carnival administrators may require.
 - v. Responsible for supervision of players during carnivals (if under the age of 18).
 - vi. Responsible for player wellbeing during carnivals.
 - vii. To work with the coach and Representative subcommittee and Management Committee on matters that may arise from time to time.

5.8 Representative Umpires

- a) Nominations for Representative Umpire shall be submitted to the Association by the closing date set by the Umpire Coordinator who shall present the proposed Umpire(s) to the Management Committee for their approval.
- b) Must hold a minimum of a National C Umpire Accreditation as required by Netball Queensland for State Age competitions. For Representative carnivals, umpires need to be competent for the level they are umpiring.
- c) Remuneration for this position will be determined by the Management Committee annually.

6 Complaints

- a) Before making a complaint, the complainant MUST discuss their concerns with their Coach and / or Team Manager to allow the team to assist in resolving the matter without resorting to a formal complaint.
- b) If the matter cannot be resolved to the complainant's satisfaction, the complainant must arrange for the Coach and/or Team Manager to support their formal complaint.
- c) Complaints should be made as soon as possible to the secretary@curtis coastnetball.club .

7 Correspondence

All correspondence for the Association shall be forwarded to either –

Boyne Tannum Netball Association

PO Box 3350

Tannum Sands Qld 4680

OR

To BTNA Management Committee – secretary@curtis coastnetball.club

Email correspondence will be answered as soon as practical for the Management Committee.

The Management Committee is made up of volunteers, please be considerate of this.