# Capricorn Coast Netball Association Inc.

# By-Laws

## Revised and Adopted as at 21 October 2026

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# By-Laws

## 1.0 Management Committee

Management Committee oversee the running of the Association focusing on the strategic direction of the Association. Management positions are elected at the Annual General Meeting and Management have voting rights at Management and General Meetings of the Association. All management committee members will require a Working with Children Blue Card.

### *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 Office Administrator 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) Have a good working knowledge of the constitution, rules and the duties of all management and sub committee positions;
e) Manage committee and general meetings;
f) Manage the Annual General meeting;
g) Represent the Association at local, regional and state level;
h) Be a supportive leader for all Association members whilst remaining impartial;
i) Act as a facilitator for organisation activities;
j) Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members;
k) Present reports at meetings – especially at the AGM;
l) Must be a member of the Association.
m) Must have a valid Working with Children Blue Card
n) Must regularly assist with fixture convening on our delegated fixture days and any other sanctioned CCNA event.

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

## *1.2 Vice-President*

Chairs meetings in the absence of the President and assist the President where required.

The Vice 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 direction and plans of members;
d) Have a good working knowledge of the constitution, rules and the duties of all Management and sub committee positions;
e) Represent the Association at local, regional and state level in the absence of the President;
f) Be a supportive leader for all Association members;
g) Assist the President in facilitating Association activities;
h) Assist the President in the planning and budgeting for the future of the Association in accordance with the wishes of the members;
i) Perform any such duties as may be directed;
j) Must be a member of the Association.
k) Must have a valid Working with Children Blue Card
l) Must regularly assist with fixture convening on our delegated fixture days and any other sanctioned CCNA event.

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

## *1.3 Secretary*

The Secretary works in conjunction with the Office Administrator of the Association.

The Secretary should:

a) Attend all meetings of the Association and carry out all directions given at such meetings;
b) Have a good working knowledge of the constitution, rules and the duties of all Management and sub committee positions;
c) Take the minutes at all Association meetings following the order of the agenda;

d) Must be a member of the Association;
e) Must have a valid Working with Children Blue Card
f) Must regularly assist with fixture convening on our delegated fixture days and any other sanctioned CCNA event.

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

## *1.4 Treasurer*

The Treasurer works in conjunction with the Office Administrator of the Association. The role of the Treasurer is to ensure financial stability of the Association in conjunction with the Management Committee and Office Administrator. The Association utilises an accrual accounting system and accounting software.

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) In conjunction with the Office Administrator enter financial transactions into the Associations accounting software programme;
d) In conjunction with the Office Administrator reconcile bank statements on all accounts;
e) In conjunction with the Office Administrator present the Associations financial position at each Management and/or General meeting;
f) In conjunction with the Office Administrator present a written financial report at the AGM;
g) In conjunction with the Office Administrator prepare all financial records for annual audit;
h) Must be a member of the Association.
i) Must have a valid Working with Children Blue Card
j) Must regularly assist with fixture convening on our delegated fixture days and any other sanctioned CCNA event.

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

## *1.5 Registrar*

The Associations Registrar oversees the registration process as set out by Netball Queensland.

The Registrar should:

a) Attend all meetings of the Association and carry out all directions given at such meetings;
b) Ensure that all registrations are completed correctly and are reconciled
c) Monitor player eligibility as per by laws;
d) In conjunction with the Office Administrator reconcile match reports
e) Must be a member of the association.
f) Must have a valid Working with Children Blue Card
g) Must regularly assist with fixture convening on our delegated fixture days and any other sanctioned CCNA event.

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

### *1.6 Non-Portfolio Member/s*

The non-portfolio members are additional members on the executive committee to assist with the general administration of the association.

Non-portfolio members should:

a) Attend all 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;
c) Must be a member of the Association.
d) Must have a valid Working with Children Blue Card
e) Must regularly assist with fixture convening on our delegated fixture days and any other sanctioned CCNA event.

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

## 2.0 Sub Committee

Elected and appointed at the AGM the sub committee positions take on operational tasks within the Association. Sub committee positions are able to vote at any management meetings. At times

members of any sub committee positions may be requested to attend management or general meetings to discuss business relating to their sub committee position.

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

## *2.1 Umpire Convenor*

a) Over sees the development of the Associations umpires of all standards/abilities. The umpire convenor assigns umpires to fixtures according to their ability. Where required the umpire convenor will organise umpires for any representative duties, organise any umpire accreditation courses/exams;
b) On Fixture nights coach umpires especially beginner umpires and assign umpire coaches if applicable;
c) No umpires can be suspended from umpiring any game without Management first being informed of the circumstances and agree that suspension is the only course of action;
d) In conjunction with the Office Administrator collate all payments for umpires and mentors.
e) Must have a valid Working with Children Blue Card

## *2.2 Coaching Convenor*

a) Oversees the development of coaches, coordinate coaching clinics and coordinates coaching accreditations;
b) Provide assistances to team/club coaches, representative coaches and players;
c) Must have a valid Working with Children Blue Card

## *2.3 Draw Convenor*

a) Creates and publishes all competition fixture draws, progressive points using Netball Queensland platform.
b) Must have a valid Working with Children Blue Card

## *2.4 Netta Co-Ordinator*

a) Coordinates the Netta program.
b) It is recommended that the Coordinator is an accredited foundation coach to understand safety requirements and ethics of Junior Development.

c) Coordinator must be friendly and enthusiastic as they will be dealing with very young players and their parents and will be seen as the public face of the program

d) Must have a valid Working with Children Blue Card

# 3.0 Appointed Positions

## *3.1 Office Administrator*

a) This paid position will be advertised and appointed by the Management Committee when required;

b) Duties for this role are outlined in the office administrator's position description.

c) Must have a valid Working with Children Blue Card

## *3.2 Canteen Convenor*

a) This paid position will be advertised and appointed by the Management Committee when required;

b) Duties for this role are outlined in the Canteen Convenor's position description.

c) Must have a valid Working with Children Blue Card

## *3.3 Assistant Canteen Convenor*

a) This paid position will be advertised and appointed by the Management Committee when required;

b) Duties for this role are outlined in the Assistant Canteen Convenor's position description.

c) Must have a valid Working with Children Blue Card

## *3.4 Sponsorship and Grants Officer*

a) This paid position will be appointed by the Management Committee annually;

b) Is responsible for seeking out sponsorship and or Grants for the Capricorn Coast Netball Association;

c) Any information sort needs to be presented to the Management committee for approval;

d) With the assistance from the Office Administrator they identify and apply for grants and sponsorship.

# 4.0 Fees, Forfeits and Duties

## *4.1 Registration Fees*

a) Registration Fees will be set by the CCNA Management Committee once Netball Queensland sets their annual fees.
b) Registration fee consists of Netball Queensland membership insurance and registration and Capricorn Coast Netball Associations membership and game fees.
c) All member's registration fees must be payable before they take to court.

## *4.2 Forfeits*

a) Teams needing to forfeit must advise the association as early as possible, no later than 1 hour prior to the scheduled start time of their game.
b) Continual forfeits by the same team can see the team being removed from the competition as directed by the Management Committee.

## *4.3 Failure to fulfil umpiring duties*

a) Teams failing to fulfil designated umpiring duties must advise the association as early as possible, no later than 1 hour prior to the scheduled start time of their game.
b) Teams who continually fail to fulfill their umpiring duties can see the team being removed from the competition as directed by the Management Committee.
c) Failing to do umpiring duties due to forfeits – The Association will endeavour to reallocate umpires when a forfeit occurs but cannot always guarantee the re allocation of umpires, therefore the allocated umpiring duty still applies.

# 5.0 Registration and Competitions

## *5.1 Junior and Ladies Registration*

a) Players can register as an individual to be placed into a team
b) Players can register as a whole team as per the CCNA 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

e) Junior Divisions – born as at December 31st

   i. Netta: 5-7 years (minimum requirement must be in Prep)
   ii. Minis: 7-8 years
   iii. Junior F: 9 years
   iv. Junior E: 10 years
   v. Junior D: 11 years
   vi. Junior C: 12 years
   vii. Junior A and B: Highschool – will be graded on ability by the association
   viii. Ladies

f) Teams from Junior F – Junior C are eligible to have a maximum of 2 players of the older age division in their respective team.

   For example: A Junior F team (9 years) can have a maximum of two 10 year olds players in their team.

g) Junior players may dual register (fees will apply) with CCNA Management's approval.

   Examples of dual registration are below;

   i. A junior player (12 years and over) can play a senior competition.
   ii. Management approval must be sought for any junior player wishing to dual register into the senior division.
   iii. Juniors may only register in one team in any junior division.
   iv. Boys 18 years and under as at December 31st may be registered and play in a junior team.
   v. Ladies may only register in one team in any ladies' divisions; therefore no dual registration will be available to any senior players.

## *5.1.2 Junior and Ladies Competition Regulations*

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

b) A team may commence a match with no fewer that 5 of its original players.

c) Should a team be unable to field at least five original players the game shall be declared a forfeit.

d) If a team does not have at least five of its original players on the court at the starting bell, the team has one minute to fill five original players, but the opposing team must take the court in starting positions.
e) A forfeit occurs when the opposing team fails to field five original players and when the opposing team fails to complete a match.
f) Teams who forfeit please refer to By-Law 5.2 and 5.3
g) All players must have played three competition matches with their original team in which they are registered, to be eligible to play representative netball, semi finals, finals and grand finals.
h) If a team is unable to field 7 original players during the final series, teams can submit a written request for players from a lower division within the Association to play in the finals. Written requests must be submitted at least 24 hours prior to match. When applying for permission, the team must state the name of “playing up” players and their team, the original players who are unavailable and the reason for their unavailability.
i) Rescheduled games only apply to the final series.
j) Scratch matches will not be played due to these matches not being classified as regular fixture matches.
k) All players who play up for a higher grade team, needs to sign the playing up register at the office prior to taking the court.
l) A player may, in total, only play up twice for any team. If the same player plays a third match for any team, they are now deemed to be part of the third team and will forgo their position in their first registered team.
m) Players can not play for a team in the same division as their first registered division.

## *5.2 Mixed Registration*

a) Management Committee will set the combined registration and game fees annually.
b) Players can register as an individual to be placed into a team.
c) Players can register as a whole team as per the CCNA registration process
d) Additional players may join existing teams at any time during the season, but the full registration fee still applies.
e) 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 3/4

ii. Year 5/6
iii. Year 7/8
iv. Year 9/10
v. Year 11/12
vi. Open

i) As this is a social competition, players are eligible to play across the same divisions as well as playing up divisions

### *5.2.1 Mixed Netball Playing Regulations*

a) The competition shall be controlled by the Management Committee. The committee prior to the commencement of the season shall set duration of the competition.
b) Mixed netball is a social/non-competitive competition with no points allocated or finals to be played.
c) Teams who forfeit please refer to By-Law 5.2 and 5.3
d) Players are eligible to play across divisions as to avoid forfeits.
e) There shall be a maximum of three males on the court at any one time.
f) It shall not be necessary for a male player to be opposed to a male player.
g) Teams are unable to have two males in the goal circles at any given time.
h) Normal substitution rules apply as long as the above restrictions are adhered to.
i) Teams may consist of all female players.

### *5.3 Carnival Registration*

a) Management Committee will set the carnival fee annually.
b) Teams will register as per the CCNA registration process.
c) All players must register into their registered team prior to participating in the carnival
j) Junior Divisions – born as at December 31st. Divisions will be based on age and pools will be determined by the amount of teams nominated in that division.

i. Minis (7-8yr olds)
ii. 9yrs
iii. 10yrs
iv. 11yrs
v. 12yrs
vi. 13yrs
vii. 14yrs
viii. 15yrs
ix. 16-18yrs
x. Boys

k) Team Nominations are based in age, not skill.

l) Teams can have no more that 2 players 1 year old than the division in which they are nominating.

E.G - 8 x 10yr olds and 2 x 11yrs = eligible to nominate in the 10yrs division

E.G - 8 x 10 yr olds, 1 x 11 yr old and 1 x 12 yr = ineligible to nominate in the 10 yrs division will have to nominate in the 11yrs division

m) Teams that nominate in the wrong division may not automatically change divisions as it will depend on the number of team nominations already in that division - refund will be given if this is the case or we can place you in a higher division if numbers permit.

n) Replacement players must be within the guidelines stated above.

o) If a player does not have a current netball Queensland registration, they will be charged a carnival nomination fee to cover insurance.

p) You cannot register your team if you don't have an umpire.

q) Rep teams will be moved up an age division and therefore will be eligible for points.

### *5.3.1 Carnival Regulations*

a) Nomination fee is non-refundable.

b) Teams may nominate no more than twelve (12) players and no less than seven (7) 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 8/u will receive a participation medallion.

e) All games will be using the Netball Connect Livescoring – Teams to score their own games, scorers to sit together and score entire game. The HOME Team Manager/scorer will be responsible for scoring on their own device using LiveScoring (NetballConnect). The second team listed will need to sit with the person scoring and there is no disputes being entered into if each scorer does not sit together during the match.

f) Each court will have a red bucket – Match ball, clipboard, pens, scoresheet (as a backup to live scoring if needed).

g) All rules are as per the Official Rule Book of the All Australian Netball Association.

h) 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.

i) 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 amount of games played)

j) Due to the number of nominations in some age groups, they have been split into Pools. There will be no finals or play-offs. Trophies will be awarded to the Winner and Runner Up in each pool.

k) The overall Carnival winner will be determined by the team who has the highest goal average.

## *5.4 Substitutions*

a) Rolling substitutions apply across all competitions determined by the CCNA Management Committee.

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 entering the court must abide by the offside rule

## *5.5 Re-grading*

e) 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.

f) If re-grading is to take place, this will be done within the first 4-6 weeks of the competition.

## *5.6 Transfers*

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

## *5.7 Withdrawal of a team*

a) CCNA must be notified in writing if a team is withdrawing from the competition.

b) The individual players are then eligible to transfer into a team of the equivalent or higher grade than their original registered team.

## *5.8 Refund of Registration Fees*

a) The Netball Queensland proportion of the registration cannot be refunded after a player has played a fixture game.

b) CCNA will refund a proportion of the game fee component based on a prorata rate of the player registration fees relevant to the games that have been played.
c) All refunds must be requested in writing to the Office Administrator. Approval for refunds will be made by the CCNA Management Committee.
d) Refunds will be processed via electronic funds transfer.

# 6.0 Uniform

a) Bibs can be purchased from the Association
b) Bibs can be borrowed in extenuating circumstances for example same colour as opposing team.
c) Team uniform must consist of all players in the same colour shirt and same coloured bottoms whether that is a skirt or a pair of shorts.

# 7.0 Duration of Play

a) The Management Committee prior to the season shall set the fixture calendar and the duration of play.
b) Matches will consist of the following layout;
   1st Quarter: 12 minutes play - 2 minute break
   2nd Quarter: 12 minutes play - 3 minute break
   3rd Quarter: 12 minutes play - 2 minute break
   4th Quarter: 12 minutes play - Full Time (55 minutes)
c) Extra time for finals will be played as follows;
   5 minutes each way with a one minute break. If the game is still drawn, the teams keep playing till a team is up by two points.

# 8.0 Points Allocation

## *8.1 Game Point Allocation*

a) Three points will be allocated for a win.
b) Three 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) Zero points will be allocated for a bye.
f) Zero points will be allocated if your team forfeits.

### *8.2 Junior MVP Points Allocation*

a) Each Junior team coach will nominate one player as their teams MVP for the year. Nominees to be sent to the Office Administrator at least 4 weeks prior to the end of the season.
b) All nominated MVPs will receive an award of presentation day.

## 9.0 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) 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 final

## 10.0 General Housekeeping Rules

a) Spectating and walking between courts is permitted on the grey zones only.
b) Red zones are for umpires only please keep this zone free from spectators at all times.
c) 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 storage shed.
d) It is recommended that children are supervised by an adult in and around the amenities buildings.
e) No swinging off netball hoops is permitted.
f) No defacing of the netball courts surface is permitted.

g) At no time are roller blades, skateboards, scooters and/ or football boots allowed on the netball courts surface.
h) Any person obstructing games in progress will be asked to leave the netball premises immediately.
i) No smoking or alcohol is permitted within the bounds of the netball precinct during any sanctioned CCNA fixtures/ event.
j) Animals are not permitted within the netball precinct. The exception is for guide or assistance dogs only.

## 11.0 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 notice sent to all members.
c) Once play has commenced, CCNA management 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 reached 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) If a team has advised their intention to forfeit the game, and the game is subsequently postponed due to wet weather, then the notice of intention to forfeit will no longer be valid.
g) Cancelled games due to wet weather will not be replayed.
h) If Semi-finals, Final and/or Grand Final games are cancelled the games will be postponed to an alternative night as determined by the Management Committee.

## 12.0 Umpiring

a) Each team has weekly umpiring duties; it is recommended that each team supply two umpires to cover this duty. Team will need to nominate their umpires as part of the registration process.
b) Umpires must supply their own whistle.
c) Umpires will be paid per game in accordance with their qualifications or skill level and the fees set by the Management Committee.

i. No accreditation - umpire in training
ii. No accreditation – competent (determined by Umpire Convenor)
iii. National Badged Umpires
iv. Mentors

d) Rostered umpires must sign in at the office prior to the commencement of the game, failing to do so will result in no payment being forwarded to designated umpire.
e) Rostered umpires who cannot fulfil their teams umpiring duty must first try and find a suitable replacement umpire and then contact CCNA of the replacement. Failure to find a replacement umpire, you must notify the association at least 2 hours prior to the designated umpiring duty.

## 13.0 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 the regular rounds.
b) Extra time only applies during the finals.
c) All Grand finals will be individually timed.
d) Junior games will use the Netball Queensland's Live scoring App to score all games.
e) Seniors and Mixed scoring will be determined by the CCNA Management Committee at the start of each season.
f) A scorer from each team must score together for the duration of the game.
g) If a team fails to supply a scorer, no dispute about the score will be entered into.
h) The scores should ensure all players that are taking the court are listed on the scoresheet or Live Scoring App. If their names don't appear on the scoresheet or the App, the scorers are to write the names in the spaces provided or contact the office for assistance.
i) When a player from a lower grade plays up in a higher grade the player must indicate their normal playing grade and team on the score sheet or in the App.
j) All sections of the scoresheets must be fully completed, including finalising the game on the App.
k) The official score is taken from the tally marks on the scoresheet or the final score on the App.
l) The winning team is responsible for returning the scoresheet to the office, for paper scoring only.

m) Match balls and paper score sheets (as back up only if using the App) are located courtside in the buckets.

n) Teams wanting to warm up must supply their own ball/balls.

a) No fundraising other than CCNA's fundraising are to be run on Association grounds, without prior approval of the Management Committee.

## 14.0 Sportsmanship

a) Please refer to the CCNA's Sportsmanship policy.

## 15.0 Complaints

a) Complaints must be in writing to the association via email.

b) Please refer to the Netball Australia Complaints and Disciplinary Policy held on our website.

## 16.0 Correspondence

All correspondence for the Association shall be forwarded to either –

Capricorn Coast Netball Association

PO Box 563

YEPPOON QLD 4703

***OR***

To CCNA Management Committee - capcoast.netball@bigpond.com

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

For general information please visit CCNA's website www.capcoastnetball.com or call 0438 106 068.