



RULES

OF

ELIZABETH NETBALL

ASSOCIATION INC

March 2019

RULES

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ELIZABETH NETBALL ASSOCIATION INC

RULES

To be used in conjunction with the Constitution of the Elizabeth Netball Association Inc

DUTIES

1. EXECUTIVE

(a) President

(1) Shall be the Chairperson at all General Meetings, Executive and Management Committee Meetings except in the absence of the President or at the request of the President or a majority of the meeting another Member may be elected as the meeting chairperson.

(2) The President shall encourage full balanced participation in meetings and shall decide on the matters of order.

(b) Vice-Presidents

Shall assist the other officers as required and should the President be temporarily unable from any cause to fulfil all or any duties, the Senior Vice-President will act on behalf of the President of the Association.

(c) Executive Committee

Shall exercise the functions and powers of the Management Committee between meetings of Management Committee and its decisions shall be subject to ratification by Management Committee at this next meeting. All members of the executive Committee shall be required to be present to constitute a quorum.

2. SECRETARY

- (a)** Shall attend all general meetings and meetings of the Management Committee and carry out all duties and directions given at any such meeting;
- (b)** Shall attend to all the clerical work of the Association assisted by such persons as the Management Committee shall appoint;
- (c)** Shall keep a written record of all rules and By-laws of the Association, alterations or amendments there to including the date on which they came into force, and advise the members of additions and alterations thereto as required by the Constitution;
- (d)** Shall keep in proper files the Associations records, minutes and reports from sub-committees, officers, delegates and officials;
- (e)** Shall keep a record of "members suspended" with the date of suspension and the reason therefore;
- (f)** Shall obtain a direction from the Management Committee before disposing of any Association property or records;
- (g)** Shall place before the Management Committee all applications for affiliation at the next meeting of the Management Committee held after the receipt of same;
- (h)** Shall keep a register of colours and uniforms of affiliated clubs;
- (i)** Shall update and maintain the association web site;
- (j)** Manage Social media for the Association
- (k)** Shall keep a roll book of clubs for the purpose of recording the representation at meetings and for the voting powers of those present;

- (l) Shall carry out all such other duties as may be required under the Constitution, Rules and By-laws.

3. HONORARY TREASURER

- (a) Shall attend all general meetings and all meetings of the Management Committee;
- (b) Shall be responsible for all monies received for the Association; such money shall be deposited within seven (7) days to the credit of the designated Association's account at Bank SA.
 - (1) The signatures of three (3) officers to be lodged at the bank as authorised signatures for the purpose of signing Association cheques;
- (c) Shall be provided with an amount of \$100 from the Association funds for the maintenance of Petty Cash and provide a monthly balance sheet to the Management committee for reimbursement ;
- (d) Shall arrange for all accounts in the name of the Association to be addressed to the Treasurer and all signatories to have viewing access to accounts;
- (e) Shall pay all accounts and sums claimed against the Association as approved by Management Committee; all amounts over \$100 to be paid by cheque and such cheques to be signed by two (2) of the three (3) authorised officers;
- (f) Shall obtain adequate receipts or vouchers for all payments;
- (g) Shall keep proper books and accounts and submit to each monthly meeting of the Management Committee:
 - (1) Monthly Balance Sheet;
 - (2) The amounts owing by the Association together with the accounts;
 - (3) A list of clubs that have not met their obligations to the Association and of other such amounts owing to the Association;
 - (4) The amount of funds available, substantiated by presentation of current bank statements;
 - (5) Items or an estimate of amounts of annually recurring expenditure not yet paid, for which funds will be required;
 - (6) A separate monthly balance sheet relating to the complete operation of the Canteen;
- (h) Shall make no alteration to the methods of dealing with receipts and expenditure, or in the form of account books and printed stationary without first obtaining a direction from the Management Committee. The Management Committee shall if it thinks fit direct that the Honorary Treasurer and another officer of the Association shall obtain the opinion of the Honorary Auditor regarding the proposed alterations;
- (i) Shall receive a record of the property and assets of the Association and the name and address of the person having custody of such property, from the Property Officer, and submit the record to the Honorary Auditor at the end of each year;
- (j) Shall close and balance the books of the Association at 30th September each year and present for audit prior to 31st October;
- (k) Shall prepare an annual statement of receipts and expenditure and such other forms of accounts as may be required and submit same, duly audited , to the Annual General Meeting; and the audited original copy of such accounts shall be in a book kept for that purpose;
- (l) Shall be responsible for submitting a forecast budget for the approaching twelve months, to be submitted to the Management Committee at least twenty one (21) days before the Annual General Meeting;

- (m) Shall be entitled to attend, ex-officio, and receive a copy of the minutes of any sub-committee which may be dealing with matters involving the expenditure of the Associations funds;
- (n) Shall attend to the insurance of the Association's property as required and give adequate notice to the Management Committee of the dates upon which renewal of current policies may be required;
- (o) Shall cancel and stop payment on any cheque issued by the Association which is not presented to and cleared by the bank within twelve months of the date of the cheque;
- (p) Shall prepare and present the quarterly Business Activity Statement (BAS)

4. APPOINTMENT OF SECRETARY AND HONORARY TREASURER

- (a) Shall be appointed by Management Committee as per constitution clause 10.2(b) and 10.2(c)
- (b) The Secretary and Honorary Treasurer shall both be appointed for a period of two (2) years.
- (c) The Management committee shall have the power to dispense with the services of the Secretary and/or Honorary Treasurer at any time.
- (d) The Management Committee shall have the power with or without calling for applications to appoint an acting Honorary Treasurer or Secretary for such period as may be required.

5. MANAGEMENT COMMITTEE

- (a) The President shall be elected for a period of two (2) years.
- (b) The Vice-President and Junior Vice President shall be elected for a period of two (2) years in alternate years.
- (c) Six (6), eight (8) or ten (10) delegates shall be elected for a period of two (2) years. One of these shall be a member of the Umpires Committee,
- (d) The Management Committee must meet monthly as designated by committee and any other time as necessary. The quorum for these meetings shall be two-thirds of Management Committee members. All Management Committee meetings are to be held at the Association Clubrooms.
- (e) The Management Committee may appoint a minute secretary to record the proceedings at all meetings of the Association, or of its committees, and the minutes shall be in the hands of the secretary no more than seven (7) days after the date of such a meeting.
- (f) Any one member of the Management Committee shall have the power to call, or direct the Secretary to call a meeting of the Management Committee.
- (g) Subject to the provision for regular meetings notice of meetings shall be given by the Secretary so that in the ordinary course of events it will be received by the member not less than twelve (12) hours before the time of such meeting.
- (h) No proxies shall be allowed at any meetings of the Management Committee. ? add
- (i) Any member of the Management Committee who fails to attend three (3) consecutive meetings of the Management Committee without leave of absence being granted shall cease to be a member of the Management Committee and the vacancy shall be filled. For the purpose of the Rule, a member shall not be credited with attendance if they are absent from such meetings or any adjournment thereof for a period of more than twenty minutes and the time of arrival or departure of members not present for the full meeting shall be recorded in the minutes.
- (j) The Management Committee has the power to combine sub-committees.

6. AFFILIATION OF CLUBS

- (a) Applications for affiliation shall be on the prescribed form and shall be lodged yearly on nomination night.
- (b) The Secretary shall immediately notify clubs that do not comply with the regulations regarding affiliation, that their affiliation cannot be considered unless the form is correct or the prescribed fees paid as the case may be.
- (c) An affiliated club shall notify the Secretary within seven (7) days of any change in the particulars given on its application form.
- (d) Every club shall state on its application form the name and address of at least one person prepared to act on sub-committees of the Association.
- (e) Any club failing to submit a nomination for sub-committee as required may be liable for a fine of \$100:00. Such fine shall apply to any club which submits the name of any person without obtaining such person's approval if the nominee subsequently declines to accept a position.
- (f) Appointment to sub-committees of persons so nominated shall be at the discretion of the Management Committee.
- (g) Each affiliated club shall be entitled to a copy of the Constitution and Rules.
- (h) A complete list of by-laws currently in force shall be printed by the Association.

7. UNIFORM AND COLOURS

- (a) The Association colours shall be:

Teal, white and black in a style prescribed by the Management Committee and no Club may register any similar uniform.
- (b) The Association uniform may not be worn except as directed by the Management Committee, or the official appointed to take charge of an Association team. All uniforms of the Association shall be the property of the Association and players shall be responsible for their return or replacement in good order and condition.

8. FEES

Fees, subscriptions and other payments to be made by the Clubs and /or members shall be:

- (a) An affiliation fee payable with application.
- (b) Hire of Association courts/lights and club rooms on terms to be fixed each season by the Management Committee.
- (c) Registration fees for all teams payable with application as set by Management Committee.
- (d) Affiliation and registration forms shall at all convenient times be open for inspection by any member of the Management Committee or by the Club Secretary.

9. GENERAL MEETINGS

- (a) Notice of the Annual General Meeting shall be given in writing to the officers of the Association, each club secretary, placed on the web site and posted in the club rooms with the date, time and place of the meeting noted.
- (b) The Annual General Meeting shall be held not later than 31st March in each year and shall be held before the end of the current playing season.

- (c) The Annual General Meeting shall include the Presidents annual report and the audited balance sheet by the Treasurer, the election of Officers, Delegates and Honorary Auditor and any other such business deemed necessary.
- (d) The number to constitute a quorum at General Meetings shall be one third the number of members entitled to vote
- (e) The Management Committee shall have the power to deal with any business not completed at any meeting because of the absence of the required quorum

10. STANDING ORDERS FOR THE CONDUCT OF MEETINGS

The Rules in this part shall govern the conduct of any meeting of the Association, the Management Committee or Sub-Committees except where specifically provided otherwise.

- (a) A meeting may be declared invalid if:
 - (1) The notice calling the meeting is not signed by an officer of the Association or the convenor of the meeting, or
 - (2) No time is stated in the notice, or
 - (3) It is held any other time or place than stated on the notice, or
 - (4) The business to be discussed is not clearly and adequately stated on the notice whenever the Constitution requires that the business shall be so stated.
- (b) A meeting shall be valid if:
 - (1) Notice of a meeting adjourned to a fixed date is not given, or
 - (2) All members entitled to be and are present and the majority of whom agree to waive formalities with regard to notice.

11. CHAIRPERSON

- (a) The President shall preside at all General Meetings and meetings of the Management Committee. In the absence of the President one of the Vice-Presidents shall act as Chairperson.
- (b) The Convenor shall preside at all meetings of the sub-committee which they are appointed to convene, and in the absence one of the members of such sub-committee shall preside.
- (c) Except at the Annual General meeting, if a deputy chairperson is elected to take the chair to open a meeting they shall retain the chair until the end of the meeting whether or not the person normally acting as chairman subsequently arrives at the meeting.
- (d) At the Annual General Meeting when the chairperson is one of the nominees to any office for which an election is to be held, a temporary chairperson who is not a candidate for any office shall be appointed to take the chair until election of officers is completed.
- (e) If the Chairperson leaves the meeting before adjourning or closing the meeting, the members may elect a new chairperson and continue the meeting.
- (f) If the Chairperson incorrectly declares the meeting closed before the business is finished the declaration must be withdrawn.
- (g) The Chairperson shall:
 - (1) Make sure that proper notice of the meeting has been given,
 - (2) Make sure that a quorum is present,
 - (3) Conduct the meeting in accordance with the rules,

- (4) In remarks addressed to the meeting be impartial and brief,
 - (5) Preserve order and, for the purpose, may instruct any person to withdraw, or refrain from speaking or may adjourn the meeting,
 - (6) Give all members present a reasonable opportunity of speaking but ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting,
 - (7) Terminate any discussion which is not at the time relevant to the business before the meeting,
 - (8) See that the minutes of each meeting are correct and confirmed at the next meeting.
- (h) Any member challenging the efficiency of the Chairperson may make a vote of no confidence and if this is passed by two-thirds majority of the members entitled to vote then the chairperson shall resign.
- (1) Upon such resignation of the President at a General Meeting, the members shall elect a successor.
 - (2) Upon such a resignation of the President at a Management Committee meeting, the Management Committee shall elect one of its members to take the chair until the conclusion of such meeting. Notice shall be given within seven (7) days to the Secretary of each affiliated club and to members who are not members of clubs that the President has resigned and the notice shall state the name of the person appointed by the Management Committee to fill the vacancy. The matter shall be brought before the members at their next General meeting if no special meeting has been called for the purpose in the meantime.
 - (3) Upon the resignation of the convenor of a sub-committee the meeting shall be automatically adjourned until a replacement has been appointed by the Management Committee.

12. DEBATE AT GENERAL MEETINGS

- (a) A member addressing the meeting shall not be interrupted unless called to order, or unless a motion to close the debate is moved and passed.
- (b) A member may rise at any time to address the chairperson on a point of order.
- (c) If the chairperson rises to speak all discussion shall cease until the chairperson is re-seated.
- (d) The chairperson, in deciding a point of order at any meeting, shall state the provision, Rule or practice which is deemed applicable and this decision shall be final unless a motion be moved and seconded that the ruling be disagreed with. If the motion is carried there shall be no further discussion of the matter, or the business which may have given rise to it, until an expert opinion on the point of order has been obtained in writing by the Secretary.
- (e) No motion or amendment shall be withdrawn without leave of the Chairperson and consent of the mover and seconder.

13. VOTING

- (a) All Members of the Management Committee, Life Members and one (1) representative for each registered four (4) teams or part thereof of each Club shall be entitled to vote at meetings at which they are entitled to be present.
- (b) A motion must be carried by a majority of those present and entitled to vote.
- (c) No proxies shall be allowed to vote at meetings.
- (d) Voting at all meetings shall be by a show of hands unless the Constitution requires a ballot or unless at least two (2) members entitled to vote demand a ballot whereupon a ballot shall be taken. Any member may demand a division, which shall imply that the vote is to be recounted by at least two (2)

persons and a count taken of the total number of persons entitled to vote in order to establish the required majority.

- (e) When a ballot is required the chairperson shall determine the manner in which it is to be taken, except for the election of officers, when the following rules shall be observed:
 - (1) The returning officers shall distribute and collect the ballot papers and shall ensure that they are correctly used by the members who are entitled to vote.
 - (2) Ballot papers shall bear such printed or type written matter as may be necessary to establish their purpose and validity.
 - (3) The returning officer shall count the ballot papers under the supervision of the scrutineers who shall record the result and hand same to the chairperson.
 - (4) The scrutineer shall have the right to examine any ballot paper and demand a recount if in doubt that the original count was correct.

14. ADJOURNMENT

- (a) A motion to adjourn a meeting must state the time and the date of the proposed adjournment, but may not be made during the election of officers or while another person is speaking.
- (b) The only amendments allowed to a motion for adjournment are as to the time, date or place.
- (c) A meeting may be adjourned to the date of the next ordinary meeting.
- (d) A chairperson may not adjourn a meeting unless a motion is passed except when it has not been possible to maintain order.

15. MINUTES

Minutes of all meetings shall be kept, and shall be set out in the following manner

- (a) Description of the nature of the meeting, whether ordinary, special or adjourned, and the date, time and place.
- (b) Names of all Management Committee members present and the office held by each shall be recorded in all minutes, and the minutes of all General Meetings shall include the number of members present in addition to those names, the number of clubs represented.
- (c) Apologies
- (d) Those absent
- (e) Confirmation of the minutes of the previous meeting.
- (f) Business arising from the minutes, action list
- (g) Correspondence and reports placed before the meeting
- (h) Record of business of the meeting in the order in which it is done, all motions and amendments to be set out in their exact words, and whether carried or rejected.
- (i) The time of arrival or departure of any member not present during the whole of the meeting.
- (j) The time at which the meeting was declared closed or adjourned.
- (k) The minutes of meetings should be confirmed by those who were present at the meeting to which they relate.
- (l) Minutes may not be altered after they have been signed. Any inaccuracy noted must be corrected and initialled by the chairperson prior to signature.

16. SUB-COMMITTEES

- (a) The number of persons present to constitute a quorum at all meetings of any sub-committee shall be three (3).
- (b) The President and Secretary shall be entitled, ex-officio, to attend the meetings of any sub-committee or subsidiary of the Association.
- (c) The Convenor of each sub-committee shall be a member of such sub-committee and shall be appointed by the Management Committee.
- (d) Persons appointed to sub-committees need not be members of the Management Committee, and shall hold office until the first meeting of the Management Committee after the next Annual General Meeting. Any member of any sub-committee who fails to give proper attention to the duties of such sub-committee may be removed from office by the Management Committee and shall be replaced by another person nominated that member's club.
- (e) Sub-committee convenors must advise the Secretary of the date/s of proposed meetings.
- (f) Every sub-committee shall forward a written report or a copy of the minutes of its meetings to the Secretary within seven (7) days of the meeting.
- (g) Any person or club shall have the right to appeal to the Management Committee against the decision or actions of any sub-committee. The appeal shall be forwarded in writing to the Secretary within three (3) days of the date of notification of such action or decision. The members of the sub-committee concerned shall attend the hearing of the appeal which shall be determined by the Management Committee as it thinks fit and the Management Committee may impose a fine, not exceeding \$50:00 against a Club or person lodging an appeal without substantial and satisfactory evidence to support its claim.

17. THE UMPIRES COMMITTEE

The umpires committee shall:

- (a) Consist of not less than six (6) members**
- (b) One member of this committee to attend all management meetings**
- (c) Be responsible for**
 - i. Secretarial duties of the umpires**
 - ii. Allocation of the umpires**
 - iii. Match management of the umpires**
 - iv. Education and advancement of umpires**
 - v. Green shirt umpires**
 - vi. Grading of umpires**
 - vii. Maintaining their own umpiring qualifications**
- (d) Meet as often as required to achieve required outcomes.**
- (e) Attend and report to management committee at their meetings**

18. THE GRADING COMMITTEE

The grading Committee shall:

- (a) Consist of not less than five (5) members who shall be from different clubs;**

- (b) Meet to grade teams at least twice prior to the announcement of each season at a time and place nominated by the Management Committee;
- (c) Where possible, divide teams into grades so that there are not more than eight (8) teams in a grade;
- (d) If necessary, recommend to the Management Committee teams to be regraded.

19. THE PERMIT COMMITTEE

The Permit Committee shall:

- (a) Consist of not less than three (3) persons who shall be from different clubs and appointed from time to time by Management Committee;
- (b) Deal with all requests for players to play in lower grades than that graded, or previously played;
- (c) Liaise with the Records Officer's records when considering permits;
- (d) Be guided by the regulations for the registration of players.

20. REPRESENTATIVE TEAM COMMITTEE

The Representative Team Committee shall:

- (a) Consist of at least five (5) members and may co-opt other persons from time to time;
- (b) Meet at such times as may be necessary;
- (c) Submit to Management Committee for approval a program of activities;
- (d) Raise funds for activities over and above those that the Management Committee approves for funding.

21. REPRESENTATIVE TEAM SELECTION COMMITTEES

Representative Team selection Committee shall:

- (a) Consist of at least three (3) selectors who shall:
 - (1) Be from different clubs, one of whom shall be the coach;
 - (2) And attend every selection trial or meeting until each team is chosen;
- (b) Submit the names of players selected to the Management Committee for approval;
- (c) Add player/s to the team if a selected player withdraws from such team for any reason;
- (d) Not announce the names of selected players until the Management Committee has given its approval.

The Management Committee shall:

- (a) Have the power to reject any player on grounds other than playing ability;
- (b) Record the names of the selected players in the minutes of the meeting at which such selections are approved.

22. ASSOCIATION REPRESENTATIVE TEAM COACHES, MANAGERS AND CONVENOR

- (a) The Management Committee shall appoint representative team coaches and the convenor.
- (b) Applications for such positions shall close two (2) weeks before trial dates.

- (c) Association officials and teams shall be under the direction of the Convenor who shall be responsible to the Management Committee.
- (d) The coach when appointed shall:
 - (1) Draw up a training program for approval of the Head Coach;
 - (2) Position the players selected;
 - (3) Be wholly responsible for the players practices and matches;
 - (4) With the Team Manager, be jointly responsible for the good behaviour of the team.
- (e) The Team Manager when appointed shall:
 - (1) Ensure players are wearing the correct uniform;
 - (2) Assist the coach when required;
 - (3) Ensure injured players receive suitable treatment;
 - (4) With the coach, be jointly responsible for the good behaviour of the team.
- (f) The convenor shall:
 - (1) Attend to all the financial details, bookings, transport, first aid and indemnity forms;
 - (2) Keep a record of names and amounts paid for the late return of uniforms and pay the money to the Honorary Treasurer;
 - (3) Notify club secretaries of any player suspended from club matches for non-payment of fines for late return of uniforms, as prescribed by the by-laws.

23. RECORDS OFFICER

- (a) The Records Officer shall keep records of registered players, teams and the grades in which they play, the results of all matches and such other records as may be required.
- (b) The Records Officers records shall be the basis for:
 - (1) All relevant enquiries pursued by any committee or officer of the Association;
 - (2) The preparation of club accounts relating to matches;
 - (3) The arrangement of semi-finals and subsequent matches;
- (c) May be required to attend permit hearings in an advisory capacity;
- (d) Shall attend grading committee meetings in an advisory capacity;
- (e) Shall report to the Management Committee any case in which it is claimed that a club has submitted a score sheet or other official form that does not give the correct names of the players in any match or such other full and correct information as may be required;
- (f) Any member disputing the records shall make a formal complaint in writing to the Secretary.

24. COMPLAINTS COMMITTEE

- (a) Shall consist of three (3) persons who shall not be on the Management Committee or any other committee of the Association;
- (b) No member of the Complaints Committee shall act as a member of such committee during the hearing of any complaint made against them or against their club or member or an umpire of a club

of which they are a member. In such case, the Management Committee of the Association shall appoint a substitute to act during the hearing;

- (c) The Committee shall decide:
 - (1) Any case in which it is claimed that any club, team, umpire, official or member of the Association or its subsidiaries has committed a breach of, or has failed to comply with the provisions of the Constitution, Rules or By-laws of the Association or its subsidiaries or the rules of Netball;
 - (2) All disputes or complaints within the Association or its subsidiaries which originate from the playing or the arrangement of matches, or the conduct of persons connected with matches;
 - (3) Any complaint that may be lodged by the member must be made in writing to the Secretary and be accompanied by a deposit of \$50:00 which the complaints committee may order to be forfeited if it decides that any matter brought before it is of a frivolous or vexatious nature;
 - (4) Any complaint or any other matter which may be referred to it by the Management Committee.
- (d) The hearing of a complaint shall commence within ten (10) days following the receipt by the complaints committee of a complaint and the complainant must attend or forfeit the deposit whereupon the complaint shall lapse.
- (e)
 - (1) The Secretary shall notify the President, or in their absence the convenor of the complaints committee or both of them within twenty four (24) hours of receiving any complaint.
 - (2) Within three (3) days of receiving from the Management Committee any complaint to be dealt with by the Complaints Committee, the Secretary shall forward a copy to each of the members of the Complaints committee and to the Club or person/s against whom the complaint has been made.
- (f) The Complaints Committee shall proceed to hear and determine the complaint at the time and place stated in the notice of the hearing, whether or not the persons notified appear or may adjourn the hearing from time to time as may be necessary.
- (g) The complainant and the team, person or club against whom a complaint has been made shall be entitled to bring to the hearing of the complaint such persons as may be necessary to substantiate or state their side of the complaint.
- (h) In the event of any complaint being found to be justified, the deposit of \$50:00 shall be returned and the Complaints Committee may inflict any one or more of the following penalties against an offender:
 - (1) Award a match against the offending club or team;
 - (2) Suspend or expel any club, team, umpire, player or member;
 - (3) Any other appropriate penalty that the complaints Committee sees fit to impose.
- (i) A dispute may be submitted to Netball SA through the Management Committee.
- (j) Any club, team or person upon whom a decision has been rendered shall, if not satisfied with the decision of the Complaints Committee, have the right to appeal within seven (7) days of receiving the penalty, against such decision to the Management Committee, which may if it thinks fit, obtain a ruling on the matter from Netball SA.

25. UNIFORM COMMITTEE

The Uniform Committee shall:

- (a) Consist of not less than three (3) members;

- (b) Determine the acceptance of uniforms as applied for by clubs;
- (c) Have at least one member on duty whenever matches are in progress to ensure by-laws relating to uniforms are adhered to;
- (d) Advise the players club secretary of any offence in writing;
- (e) Record the name of the offending player in the uniform infringement book which must be kept in the clubrooms when matches are being played;
- (f) Check that the secretary and the offending player have made an effort to rectify the infringement;
- (g) Clubs can be penalised if no action is taken to rectify in a timely period.

26. MAINTENANCE AND GROUNDS COMMITTEE

The maintenance and Grounds Committee shall:

- (a) Consist of not less than three (3) members;
- (b) Submit a list of proposed maintenance of the clubrooms and playing areas to the Management Committee for approval;
- (c) Ensure goal posts and nets are in good condition and numbers on courts are clearly visible;
- (d) Report any damage to the Management Committee as soon as possible;
- (e) Have at least one member on duty when matches are in progress.

27. CANTEEN

- (a) A Manager shall be appointed as deemed necessary by the Management Committee.
- (b) Such person shall be responsible to the Management Committee directly through the Associations Treasurer.
- (c) The Manager shall be responsible for:
 - (1) Ordering and maintaining an adequate level of stock within the canteen;
 - (2) For the cleanliness of the canteen;
 - (3) For the security of the canteen;
 - (4) For providing a level of adequate service as specified by the Management Committee.

28. ASSOCIATE MEMBERSHIP

- (a) Any school or association of schools in the Elizabeth and surrounding districts may apply in any year for Honorary Associate Membership, and these regulations shall apply as well as to such applicants except that no fee shall be payable.
- (b) Associate associations shall manage their own affairs and shall have the right to refer any matters to the Association for its decision and such decision shall be final.
- (c) Every associate association shall be requested to advise the Secretary of the dates of any carnivals it may propose to hold or participate in.