

BYLAWS OF MACGREGOR NETBALL ASSOCIATION
INCORPORATED

(IA04661)

APRIL 2024



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1. Introductory provisions

1.1. Interpretation

- 1.1.1. In these bylaws:
- a. **act** means the *Associations Incorporation Act 1981 (Qld)*;
 - b. **association** means Macgregor Netball Association Incorporated;
 - c. **bylaws** mean the bylaws of the association;
 - d. **fee** means a payment of money due to the association by its members;
 - e. **levy** means a payment of money other than fees, which members may be called upon to pay to the association.

1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the association.
- 1.2.2. It is the responsibility of all management committee members to familiarise themselves with the association's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the association.

1.3. Colours

- 1.3.1. The Association colours shall be MacGregor Tartan, Red, Green, Yellow and White.

1.4. Motto

- 1.4.1. The Association motto shall be "Clean, Fair Sport"

2. Management Committee and Sub-Committees

2.1. Management committee

- 2.1.1. In accordance with the rules of the association, the composition of the management committee must have at least three members, of whom one holds the position of president, another of whom holds the position of treasurer and any other members that the association members elect at a general meeting.
- 2.1.2. The association's management committee currently comprises the following positions:
- a. president;
 - b. vice-president;
 - c. secretary;
 - d. treasurer;
 - e. 3 x general committee members;

- f. Only a maximum of two financial members from any affiliated club can hold positions on management.
- 2.1.3. The management committee aims to meet at least once every calendar month.

2.2. Meetings of the Management Committee

- 2.2.1. The date, time and place of the next meeting of the Management Committee shall be fixed by the Management Committee at the end of each Management Committee Meeting and each member of the Management Committee shall be notified of the same. Unless there is some subsequent alteration made by the Management Committee to the date, time or place of the regular monthly Meeting, no further notice of the same need be given.
- 2.2.2. The Chairperson of the Management Committee Meetings shall have a casting vote only.
- 2.2.3. No proxies shall be allowed at Management Committee Meetings.
- 2.2.4. The President and Secretary shall be ex-officio members of all Sub-Committees except where the President and/or Secretary fail to meet specific Sub-Committee qualifications.

2.3. Application for Membership

- 2.3.1. Application for membership shall be on the appropriate form prescribed and shall be lodged with the Secretary.
- 2.3.2. Affiliated Clubs shall notify the Secretary of any change in the particulars given on its application form within seven (7) days of such change occurring.
- 2.3.3. Before submitting an application for membership, the Secretary shall ascertain that the body applying for affiliation:
 - a. intends to compete regularly in matches approved by the Association;
 - b. can meet its financial obligations;
 - c. nominates coaches who have obtained a minimum Foundation Coaching Certificate or those that will obtain a Foundation Course at the earliest opportunity in the year of coaching;
 - d. nominates umpires who have their Level 1 Umpires course;
 - e. where applicable, all members are to hold a current Child Protection Volunteers Suitability Card.

2.4. Life Membership eligibility

- a. Life membership is open to persons who have rendered extraordinary and meritorious service and as determined by the MacGregor Management Committee.

2.5. Affiliation fees, subscriptions and levies

- 2.5.1. Playing members shall be liable to pay to the Association:
 - a. affiliation fee and team registration fee payable with application for membership;
 - b. registration Fees – for each player registered with any team taking part in fixtures controlled by the Association as may be determined by the Management Committee, payable prior to commencement of such fixtures;
 - c. special Levies – such special levies for any specific purpose to be fixed by the Management Committee as and when necessary.
- 2.5.2. Amounts of all above fees to be decided by the Management Committee and such amounts to be advised to all Affiliated Clubs.

2.6. Representation and voting at general meetings

- 2.6.1. Each affiliated Club shall be entitled to be represented at any meeting of the Association by two (2) financial delegates, each such delegate having full voting rights – namely one (1) vote per delegate.
- 2.6.2. All other members of the Association may attend any General Meeting of the Association and shall be entitled to speak upon any motion but shall not be entitled to vote.
- 2.6.3. Each member of the Management Committee shall be entitled to attend any General Meeting of the Association and shall be entitled to propose and second and/or speak upon any motion thereat, but no member of the Management Committee save and except the President or Vice-President actually occupying the chair shall be entitled to vote. The Chairperson at any General Meeting shall have a casting vote only.
- 2.6.4. Voting at all General Meetings shall be by a show of hands unless ballot is required by the Rules or By-Laws or demanded by at least two-thirds of the delegates present and entitled to vote.
- 2.6.5. A motion may be carried by a simple majority of delegates present and voting unless otherwise provided in the Rules.
- 2.6.6. General Meetings of the Association shall be held at the discretion of the Management Committee or upon the written request of any Affiliated Club.

2.7. Management committee and Sub-Committees

- 2.7.1. The Convenor of all Sub-Committees shall be elected by the members present at the Annual General Meeting.
- 2.7.2. The Management Committee shall have the power to appoint when necessary Sub-Committees as required and may confer upon them such authority as deemed necessary.
- 2.7.3. No proxy representatives shall be allowed for the Management Committee nor for any Sub-Committee appointed or authorised by the Association.

- 2.7.4. The Sub-Committees shall perform the function prescribed by the By-Laws in the manner therein prescribed.
- 2.7.5. All Management Committee members shall be either financial members of an affiliated Club, or an Independent financial member of the Association.
- 2.7.6. All members of Sub-Committees shall be either financial members of an affiliated club, serving members of the current Management Committee or Independent financial members of the Association.
- 2.7.7. All members of the Management Committee and Sub-Committees shall be elected by the members at the Annual General Meeting.
- 2.7.8. Positions and casual vacancies occurring on any Sub-Committee shall be filled by the Management Committee.
- 2.7.9. At any meeting of any Sub-Committee, a quorum shall comprise of at least 50% +1 of its members.

2.8. Duties of Management Committee

The duties of the Management Committee shall be as listed below as well as Position Role Descriptions giving more detailed information about each role:

PRESIDENT

- 2.8.1. The President shall:
 - a. oversee all aspects of the Association;
 - b. preside at all General Meetings of the Association and its Executive;
 - c. represent the Association whenever possible;
 - d. liaise with Government Departments and local authorities;
 - e. prepare a report of the year's activities for presentation to the Annual General Meeting;
 - f. act as the Liaison between the Association and Queensland Netball Association and attend all General Meetings and conferences of the Queensland Netball Association and if unavailable, request the Management Committee to appoint a proxy in his/her stead;
 - g. present a report following Queensland Netball Association General Meetings and/ or Special General Meetings and Conferences;
 - h. handle all issues, complaints, concerns arising from clubs and their committees;
 - i. be the liaison re issues, complaints, concerns from our MacGregor Netball Associations Representative teams;
 - j. act as a mediator and mentor for committee personnel and club personnel when required.

VICE-PRESIDENT

2.8.2. The Vice-President shall:

- a. attend all General Meetings of the Association and its Management Committee and in the absence of the President, preside over the meeting or represent the Association;
- b. preside at meetings of the Night Fixtures Sub-Committee and be the liaison person between that Committee and the Management Committee;
- c. be the convenor of the Night Fixtures Sub-committee.

SECRETARY

2.8.3. The Secretary shall:

- a. attend all General Meeting and meetings of the Management Committee and carry out all directions given at such Meetings;
- b. issue all notices of Meetings in accordance with the Rules, accompanied by an Agenda;
- c. be responsible for the recording, duplicating and distribution of full and accurate minutes of all Management Committee, Management, General, Special General and Annual General Meetings;
- d. ensure the minutes of all the above named meetings shall be signed by the Chairperson of the following respective meeting verifying their accuracy;
- e. conduct the correspondence of the Association and keep in proper files all Association records and reports of Sub-Committees, Delegates and Officials;
- f. keep a record of names and addresses of Secretaries of all Affiliated Club Officials of the Association;
- g. receive and place before the Management Committee all applications for membership;
- h. keep a written record of all By-Laws of the Association and alterations thereto including the date on which alterations came into force and advise members of alterations thereof, and have these changes recorded in the updated version of the MacGregor Netball Bylaws;
- i. keep current a Register of Uniforms of Affiliated Clubs;
- j. carry out all such other duties as may be required under the Rules or as directed by the Management Committee.

TREASURER

2.8.4. The Treasurer shall:

- a. keep all the books and accounts of the Association and prepare a statement of receipts and expenditure for presentation to each Executive Meeting and each General Meeting;
- b. receive all monies and issue receipts for all payments, deposit such money into the bank and make available the statements for each Executive Meeting and each General Meeting;
- c. present all accounts incurred by the Association to be passed for payment by the Executive. In matters of urgent necessity, payment maybe made after authorisation by the management committee and then must be ratified at the next Executive Meeting;
- d. close the books on the 30 September each year and prepare Financial Statements for the inspection and signature of the Auditors and present same at the Annual General Meeting;
- e. ensure the Rep Co-Ordinator has received all Representative/State League monies prior to an event or as requested;
- f. ensure that the Player Registration on Netball database is completed within four (4) weeks of the relevant competition commencing.

GENERAL COMMITTEE MEMBERS

2.8.5. General management committee members:

- a. attend management committee meetings and general meetings of the association;
- b. work closely with other management committee members to achieve the objects of the association and to ensure its general wellbeing;
- c. perform such other duties as the management committee may direct;
- d. be aware of all current and planned association activities;
- e. serve as chair of subcommittees as appointed;
- f. report to the management committee, operational positions and general members of the association as appropriate.

2.9. Umpires Sub-Committee

- 2.9.1. The Umpires Sub-Committee shall consist of practicing National badged umpires, one of whom shall be Convenor and preside over the Committee;
- 2.9.2. The duties of the Umpires Sub-Committee shall be: -
 - a. to ensure all umpires have or will be completing their on-line Level One Umpire Certificate;

- b. the grading, support and control of umpires;
- c. the preparation of the umpires draw for the Day and Night Fixtures;
- d. other duties relating to umpires as may be directed by the Management Committee;
- e. the Umpires Sub-Committee shall present to the Management Committee recommendations for representative Umpires and that MacGregor have suitably qualified umpires for various competitions that we attend.

2.10. Day Fixtures Sub-committee

- 2.10.1. The Fixtures Sub-Committee shall consist of a maximum of eight (8) members, one of whom shall be Convenor and preside over the Committee.
- 2.10.2. The duties of the Fixtures Sub-Committee shall be: -
 - a. the control of all Day Fixtures which includes preparation of scorecards for fixtures;
 - b. to arrange attendance at and supervision of all fixtures and each match play conducted by the Association with sole charge of the courts of play;
 - c. to receive all complaints in relation to and generally supervise and control the play and that all complaints not able to be dealt with or needed to be discussed are reported to MacGregor Netball Management Committee for their action;
 - d. to distribute and collect all scorecards and post padding;
 - e. to fill out Match Day Checklist before games commence;
 - f. to enter scores into Netball Connect from the day fixtures;
 - g. to perform such other duties as may be directed by the Management Committee.

2.11. Grading Sub-committee

- 2.11.1. The Grading Sub-Committee shall consist of a maximum of six (6) members, one of whom shall be Convenor and preside over the Committee.
- 2.11.2. The duties of the Grading Sub-Committee shall be:
 - a. the grading and re-evaluation, if required, of all Day and Night Fixture teams;
 - b. the preparation of the fixture draws and printing and distribution of same;
 - c. to receive all queries re grading and refer them to the Grading Committee or MacGregor Management Committee for their action;
 - d. To prepare and create fixtures for any carnivals or events that are held.

2.12. Protest Sub-committee

- 2.12.1. The Protest Sub-Committee shall consist of three (3) members, being one (1) elected member who shall act as the Chairperson of the Sub-Committee, the President, plus one other Management Committee member whose portfolio is relevant to the complaint. This person shall be appointed by the Management Committee from time to time.
- 2.12.2. The duties of the Protest Sub-Committee shall be:
 - a. to receive and deal with all protests in relation to fixtures and competition controlled by the Association.
- 2.12.3. the Protest Sub-Committee shall meet during the season at such times as may be necessary to deal with all protests referred to it by the Secretary.

2.13. Canteen Sub-committee

- 2.13.1. The Canteen Sub-Committee shall consist of a Convenor and two (2) members for Day Season and two (2) members for Night Season.
- 2.13.2. Responsible for the running of the Association Canteen under the direction of the Management Committee.
- 2.13.3. Shall be responsible for ordering of all stock and reconciliation of invoices for stock received and submitted for payment with the Treasurer.

2.14. Night Fixtures Sub-committee

- 2.14.1. The Night Fixtures Sub-Committee shall consist of the Vice-President of the Association who shall act as the Convenor to the Committee, the Assistant Registrar-Recorder, the Umpires Convenor and five (5) elected members.
- 2.14.2. The duties of the Night Fixtures Sub-committee shall be:
 - a. control of all Night Fixtures which includes preparation of scorecards for fixtures;
 - b. to arrange attendance at and supervision of all night fixtures and night match play conducted by the Association with sole charge of the courts of play;
 - c. to receive all complaints in relation to and generally supervise and control the play and that all complaints not able to be dealt with or needed to be discussed are reported to MacGregor Netball Management Committee for their action;
 - d. to distribute and collect all scorecards and post padding;
 - e. to enter scores into Netball Connect from the night fixtures;
 - f. to perform other such duties as directed by the Management Committee.

2.15. Coaching Sub-committee

- 2.15.1. All members of the Coaching Sub-Committee including the Convenor are required to hold a current minimum National Coaching Accreditation and be a practicing coach at MacGregor.
- 2.15.2. The Coaching Committee shall consist of a maximum of eight (8) members.
- 2.15.3. The Coaching Sub-Committee may appoint if required one of its members to be a member of the Grading Sub-Committee.
- 2.15.4. The duties of the Coaching Sub-Committee shall be:
 - a. to arrange coaching courses and clinics as required;
 - b. to encourage, train and assist coaches, where required;
 - c. to promote and participate in coaching programs, as set down by Queensland Netball Association Inc.;
 - d. to conduct and arrange coaches for NetSetGo;
 - e. such other duties relating to coaching as may be directed by the Management Committee;
 - f. to have the power to Co-opt.
- 2.15.5. When directed by the Management Committee to liaise with Rep Co-Ordinator to select a Representative team or teams, the Coaching Sub-Committee shall arrange trials and give all Affiliated clubs whose players are eligible for selection at least fourteen (14) days notification of such.
- 2.15.6. The Coaching Sub-Committee shall provide from its members Selection Panels whose purpose shall be the selection of the Association's Representative teams. Such Panels are to be appointed by the Management Committee following recommendations from the Coaching Sub-Committee Convenor.
- 2.15.7. Each Selection Panel is to consist of a maximum of five (5) members, one of whom shall be the relevant team coach.
- 2.15.8. The Coaching Sub-Committee shall present to the Management Committee recommendations for Representative Coaches and Managers from nominations received.

2.16. Rep Coordinator Sub-committee

- 2.16.1. The Rep Coordinator Sub-Committee shall consist of a Convenor and members as required for relevant tasks throughout the year pertinent to Representative teams.
- 2.16.2. The duties of the Rep Coordinator Sub-Committee shall be:
 - a. ensuring that the organisation and process of Selections for MacGregor Netball Association representative team trials are held under the direction of the Coaching Convenor and that all relevant

roles concerning these are performed and that all players trialling are registered members of Netball Queensland;

- a. coordination and organisation of relevant team officials and players agreement/player profiles are completed when required;
- b. ensure all fees related to representative teams, i.e. uniforms, travel is paid as detailed in their relevant agreements and work under the direction of the Treasurer;
- c. shall oversee and coordinate all travel arrangements for team travelling and also any equipment required for these events;
- d. shall oversee and coordinate all uniforms arrangements to ensure that all stock has been ordered and ready for collection by players when required;
- e. shall be the liaison between players/parents and Management Committee;
- f. shall be charged with the coordination of the Awards Presentation evening as directed by the Management Committee.

2.17. Delegates and/or officials

- 2.17.1. The Management Committee may appoint a Minute Secretary to record the proceedings at all meetings of the Association or of its Sub-Committees and the minutes shall be forwarded to the Secretary not more than seven (7) days after the date of such meetings.
- 2.17.2. Appointment of Coaches, Managers, and Umpires for all or any of the Association's Representative Teams shall be dealt with in the following manner:
 - a. Coaches' nominations called for: appointment by Coaching Sub-Committee – approved my Management Committee;
 - b. managers nominations called for: Selected by coach - approved my Management Committee;
 - c. Umpires appointment by Umpires Sub-Committee: approved by Management Committee.
- 2.17.3. Appointed Delegates and/or Officials shall be at all times under the direction of the Management Committee and shall abide by its instructions.
- 2.17.4. The Management Committee shall appoint a Delegate to attend Queensland Netball Association meetings as required.

3. Representative Teams

- 3.1.1. When appropriate, the Association will compete in events conducted by Netball Queensland (NQ) and Greater Brisbane Netball League (GBNL).
- 3.1.2. Qualification for selection in a team to represent MacGregor shall be:

- a. membership of a team registered with a fully financial Club of the Association and shall be eligible to present themselves for the full duration of the appropriate trials;
 - b. proof of regular participation in fixture competition with a minimum of five (5) fixture games to be played prior to the relevant State event. For extenuating circumstances exceptions can be made at the discretion of the Coaching Committee and approved by the Management Committee;
 - c. players will be ineligible for selection in a Representative team if they are currently participating in fixtures at other Associations which are held in conflict with MacGregor Netball Association fixtures;
 - d. players will be ineligible for selection in a Representative team if they are un-financial members of this Association or any other association affiliated with Queensland Netball Association Inc.;
 - e. junior players can only nominate for their correct age group unless other provisions have been made in the relevant competition;
- 3.1.3. All players nominated for selection in the Representative teams will be required to attend the State event in whatever centre it may be staged as well as any other carnivals the Association may nominate. The Coaching Sub-Committee may invite any player not previously nominated to attend a trial. Any player not acknowledging the invitation of the Coaching Sub-Committee to be present at a trial shall be deemed not available for selection. The Management Committee shall have the right to veto any nomination either of team member, Captain or Vice-Captain on grounds other than play.
- 3.1.4. The Coaching Sub-Committee may replace at any time any selected player or players who fail to fulfil their obligations or any player or players who become unfit for contest. The Manager or Coach may report any such player or players to the Coaching Sub-Committee.
- 3.1.5. The Management Committee shall appoint a Coach, Manager and Umpire for all Representative teams, all of whom shall attend all training sessions (Umpire only when required at training) and tournaments as required. Upon appointment, all players in the Representative teams concerned shall be under the jurisdiction of the Coach and the Manager for the duration of all State events.
- 3.1.6. No player or official shall book any expenses to the Association without prior written consent obtained from the Management Committee.

4. Uniforms

4.1. Representative

- 4.1.1. The uniform to be worn by teams selected and approved by the Association in MacGregor shall be:
- a. travel/training polo shirt incorporating MacGregor tartan pattern;
 - b. a-line dress or playing singlet and shorts with incorporated MacGregor tartan pattern;

- c. white socks with red lettering printed on the side;
 - d. appropriate footwear;
- 4.1.2. This uniform shall be registered with NQ and GBNL and shall not be worn by any other teams affiliated or associated with the Association.
- 4.1.3. Officials and Players are to meet uniform costs as determined by the Management Committee.
- 4.1.4. Coaches, Managers and Umpires representing the Association must be correctly attired at the direction of the Management Committee.

4.2. Affiliated Clubs

- 4.2.1. Each full member team or Club shall on first applying for membership, supply to the Secretary full written particulars of its uniform, which must be approved by the Secretary before being adopted. No team or Club shall change its approved uniform without first obtaining the consent of the Secretary.
- 4.2.2. The Secretary shall prepare and submit to all Affiliated Clubs a direction setting out standards of playing uniforms to be maintained by all teams registered with that Club and shall review the same as required;
- a. failure to enforce this direction shall render the club in default liable to suspension from affiliation with the Association;
- 4.2.3. Newly registered players may be out of uniform for three (3) fixture games;
- 4.2.4. Written request may be sought from the Secretary if the uniform is not available in the stated time;
- 4.2.5. No player may take the court unless they are in designated club uniform. Socks do not have to be of club specifications, bummers must be club designated or black;
- 4.2.6. Any player that takes the court not in Uniform without meeting Bylaws 3.3.3 or 3.3.4 will be removed from the game.

5. Rules of Play

5.1. General Rules

- 5.1.1. The rules of play shall be as per the current "Official Rules of Netball Australia" excluding Tactical Changes.

5.2. Fixture Rules

As outlined in the Day Season or Night Season Competition Manuals.

6. State events

6.1. Participation

- 6.1.1. It shall be the policy of the Association to participate in events staged by the State Body.
- 6.1.2. Expenses relating to Representative Officials will be decided by Management Committee each year.

7. Communication

7.1. Correspondence

- 7.1.1. All formal association correspondence must be on association letterhead and signed by the president or secretary.
- 7.1.2. All correspondence to the association is to be addressed to the association secretary.

7.2. Information to members

- 7.2.1. The association will make the following information available to all members:
 - a. club contact details;
 - b. affiliate address;
 - c. rules and bylaws;
 - d. fixture details;
 - e. team training details (days, times and venues);
 - f. contact details for team officials (coaches and managers);
 - g. contact details for association officials;
 - h. calendar of association events and important dates;
 - i. details of courses, seminars and other professional development opportunities;
 - j. codes of behaviour;
 - k. calendar of events and social activities.

8. Finance

8.1. Fees and levies

- 8.1.1. As per rule 3.3.1 in the association's rules, the membership fee for each class of membership, other than life membership, is:
 - a. the amount decided by the management committee; and
 - b. payable when, and in the way, the management committee decides.
- 8.1.2. Fees and levies are reviewed annually.
- 8.1.3. Fees must be paid prior to the first activity of the season unless a payment plan is agreed with the management committee. The management committee may offer a discount for members who pay their fees in full prior to the first activity of the season and/or may charge a surcharge for members who enter into a payment plan.
- 8.1.4. If a member on a payment plan misses a payment, that member will be excluded from any activities until payments are brought up to date.
- 8.1.5. Subject to extenuating circumstances at the discretion of the management committee, no refunds shall be given after a member has been allocated to a team.

- 8.1.6. Notwithstanding 10.1.5, any non-refundable expenses paid by the association on behalf of a player shall not be refunded.
- 8.1.7. Any member who has membership fees in arrears for at least two months may have their membership terminated in accordance with rule 3.5.3.c in the association's rules.

8.2. Reimbursement of approved out-of-pocket expenses

- 8.2.1. Management committee members and other key volunteers shall be entitled to claim reimbursement for approved out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the association. Reimbursement will be made following supply of receipts, which must be supplied within 1 month of incurring the expenses.

8.3. Fundraising

- 8.3.1. The management committee shall determine association fundraising activities from time to time.
- 8.3.2. Individual teams must seek approval from the management committee for any individual fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided to the management committee before approval can be given.

8.4. Professional development

- 8.4.1. The club encourages members to take advantage of opportunities for skill development by attending courses, seminars and other personal development activities.
- 8.4.2. The club may cover up to the total cost of members attending courses, seminars or other training that is considered to be of benefit to the club, subject to management committee approval. The balance of the costs paid by the member may be reimbursed following 12 months service to the club subject to management committee approval.
- 8.4.3. All club officials will be encouraged to obtain relevant accreditation to support their skill development and to improve the quality of instruction provided to club members.
- 8.4.4. The club will not appoint any person to an official position unless that person has achieved the minimum standard of accreditation required or has committed to obtaining the relevant minimum standard accreditation within an agreed timeframe.

9. Revisions

Revision No.	Section	Revision Issued On (Date)	Revision Inserted On (Date)	Revision Inserted By (Name)	Comment
2	1.3	Nov 2023	Nov 2023	Kelly Downey	Added all tartan colours
1	2.1.2f	Nov 2023	Nov 2023	Kelly Downey	Added
3	3	April 2024	April 2024	Sue Jostsons	Remove reference to Qld Cup and add GBNL and playing singlet and shorts.
4	5	April 2024	April 2024	Sue Jostsons	Remove fixture rules and refer to competition manual
5	6	April 2024	April 2024	Sue Jostsons	Removed scoring as Live Scoring introduced for competitive divisions.
6	11	April 2024	April 2024	Sue Jostsons	Removed policies which are now included in the competition manual.