



**INDOOR NETBALL
FEDERATION
OF
QUEENSLAND INC**

BY- LAWS

2018



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BY-LAWS

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I.N.F.Q. GENERAL INFORMATION

1. APPLICATION FOR INFQ MEMBERSHIP

- (a) Application for Membership shall be on the appropriate form and lodged with the Association Management Committee by the prescribed date/s.
- (a) Any financial Member of the Association shall notify the Association of any changes in the particulars given on its application form within seven (7) days of such changes occurring.

2. SUPERLEAGUE PLANNING MEETING (South-East Qld)

- a) The Super League Planning Meeting, which is to be held within 3 months of the completed Superleague competition, but, must not be held later than 30th November of the year prior to the new season.
- b) At the Superleague Planning Meeting the following will be set for the new season
 - (i) Centres competing
 - (ii) Superleague Season structure and start date
 - (iii) What grades will compete
 - (iv) Zone Structure
 - (v) Superleague team fees
 - (vi) Umpires fees
 - (vii) Superleague Netballs

3. TOURNAMENT VENUES AND DATES

- (a) INFQ Tournaments shall be played as follows:-
 - (i) If more than 3 grades are being played, a four (4) court Centre will be required.
 - (ii) If less than 4 grades are being played, a three (3) court Centre will be required.
- (b) Playing dates will be recommended by the INFQ Management Committee.
- (c) Host Centre Venues Forms will be circularised to all Member Centres and will be returned by a stipulated date. The INFQ Management Committee will then make a decision from these forms as to where all INFQ Tournaments will be held for said year.

4. HOST CENTRES: (covers all INFQ events)

- (a) Must be a financial member of the Association at the time of tendering to host event/s.
- (b) organize St Johns – QATB – or similarly trained First Aide or Sports Medicine personnel which **WE RECOMMEND** be on hand at all Superleague events. INFQ will supply and pay for all first aid attendants at all INFQ tournaments.
- (c)
 - Scoreboards for each court
 - the Centre hosting an Association tournament must be prepared to have senior responsible Management present at all times during the event.
 - the host centre will be expected to provide suitable facilities at the venue, such facilities would include a P.A. system in good working order, timing apparatus and presentation tables.
 - Court surfaces, Nets, posts outside nets, line markings, etc must be clean and in good repair.
 - Office for Tournament Director, Wifi, Phone, Computer, Fax Machine, Internet access
 - Music facilities

5. PARTICIPATION

5.1 Team Nominations

Each Team may comprise of the following maximums:-

Open Zones:-

Open Ladies	13 players	1 Coach	1 Manager	1 Trainer
Open Mixed	14 Players	1 Coach	1 Manager	1 Trainer
Open Men's	13 players	1 Coach	1 Manager	1 Trainer
21 & U/Ladies	13 players	1 Coach	1 Manager	1 Trainer
18 & U/ Mixed	14 Players	1 Coach	1 Manager	1 Trainer

5.2 Aged Zones:-

Over 30 Ladies	13 players	1 Coach	1 Manager	1 Trainer
Over 30 Mixed	14 Players	1 Coach	1 Manager	1 Trainer
18 & U/Ladies	13 players	1 Coach	1 Manager	1 Trainer
23 & U/ Mixed	14 Players	1 Coach	1 Manager	1 Trainer

5.3 State/Invitational Championships:-

Open Mixed	14 Players	1 Coach	1 Manager	1 Trainer
Open Ladies	13 players	1 Coach	1 Manager	1 Trainer
Open Men's	13 players	1 Coach	1 Manager	1 Trainer
21 & Under	13 players	1 Coach	1 Manager	1 Trainer
Over 30 Ladies	13 players	1 Coach	1 Manager	1 Trainer
Over 30 Mixed	14 Players	1 Coach	1 Manager	1 Trainer
18 & Under	13 players	1 Coach	1 Manager	1 Trainer
18 & Under Mix	13 players	1 Coach	1 Manager	1 Trainer
Over 30 Ladies	13 players	1 Coach	1 Manager	1 Trainer
Over 30 Mixed	14 Players	1 Coach	1 Manager	1 Trainer
Ladies B	13 players	1 Coach	1 Manager	1 Trainer
Ladies C	13 players	1 Coach	1 Manager	1 Trainer
Mixed B	14 Players	1 Coach	1 Manager	1 Trainer
Mixed C	14 Players	1 Coach	1 Manager	1 Trainer
23/U Mixed	14 Players	1 Coach	1 Manager	1 Trainer
18 & U Mixed	14 players	1 Coach	1 Manager	1 Trainer

Each Mixed Team shall consist of a maximum of 8 Females and 6 Males

5.4 Junior State Championships – Refer to Section 6

5.5 Nominations:

- (a) A Player's Uniform list/Nomination Form will be distributed to all Zone Presidents **eight (8) weeks prior** to the tournaments stipulating a closing date – each Zone is to complete in full said form and return to INFQ - INFQ will collate this for ordering – after which time an invoice will be sent to each Zone.

This invoice is to be paid in full prior to the said tournament.

5.6 Tournament Director and Umpires

- (a) Applications for a Tournament Director will be circularised to all Member Centres covering all INFQ sanctioned events six (6) weeks prior to the first event.
- (b) Umpires Nominations will also be circularised prior to each event held by INFQ. A stipulated closing date will be mentioned, following this date all nominations will be forwarded to the Umpires Director for allocation. These umpires will form the pool to umpire at said tournament/s. The Umpires Director will contact all nominees and candidates with details of start and finish times at beginning of the week commencing to said tournament.

6. CHAMPIONSHIP ORGANISATION

6.1 General:-

- (a) The organisation of each I.N.F.Q. Championship shall be in accordance with these rules and regulations.
- (b) The ultimate organisation/implementation of each Championship shall be the responsibility of the I.N.F.Q. Operations Manager.
- (c) The appointed Tournament Director will report directly to the I.N.F.Q. Operations Manager.
- (d) I.N.F.Q. will organize for a first aid attendant/s to be at all I.N.F.Q. events, to which the successful attendant/s will supply I.N.F.Q. with an invoice for payment.

6.2 Equipment & Facilities

- (a) INFQ will supply the approved netballs for the tournament which will be returned to INFQ at the completion of the tournament. Teams may not use any netball except that supplied by I.N.F.Q.
- Host Centre
- (b) is a telephone available for emergency use, together with emergency numbers.
 - (c) Playing Area/Equipment
 - (i) are all courts free of debris?
 - (ii) is the surface on courts in good condition?
 - (iii) goal posts have padding in place
 - (iv) check scoring system and timing system is in working order.
 - (v) ensure water is available near playing area for filling of water bottles.
 - (vi) is sports equipment safe and in good condition?
 - (d) have nets and goal rings been checked for safety factors?
 - (e) I.N.F.Q. would recommend that the venue promote "a smoke free environment".
 - (f) collaborate with the Association regarding any matters pertaining to the event.
 - (g) the venue must be of exceptional standard, so as to promote the sport in its best light. Centre may be inspected prior to commencement of said event.
 - (h) the Centre hosting an Association tournament must be prepared to have senior responsible Management present at all times during the event.

INFQ COMMITTEE MEMBERS & DUTIES:

1. PRESIDENT:

Duties shall be to:

- (a) oversee all aspects of the Association
- (b) preside at all General Meetings of the Association and its Management.
- (c) represent the Association when required.
- (d) liaise with Government Departments when required.
- (e) liaise with Sponsors when required.
- (f) work in closely with Indoor Netball Federation of Australia Inc. when required.

2. VICE-PRESIDENT: (2 of)

Duties shall be to:

- (a) in the absence of the President, one of the Vice-Presidents will preside over the meeting/s or represent the Association.
- (b) to carry out other such duties as are assigned, from time to time, by the Management Committee.

3. EXECUTIVE OFFICER: (Known as the Operations Manager)

Who shall act as Secretary of the Association:

- (a) represent the Association at all I.N.F.Q. Management meetings.
- (b) attend all INFQ General Meetings and Management Meetings.
- (c) record who is present at all meetings/apologies.
- (d) record an accurate account of minutes from all meetings.
- (e) present all correspondence to meetings.
- (f) distribute a typed copy of the minutes to all Members.
- (h) handle all Inward and Outward correspondence.
- (i) present any accounts for payment to Treasurer prior to next meeting.
- (j) Carry out other such duties as are assigned, from time to time by the Management Committee.
- (k) make all arrangements for State Teams.
- (l) carry out such duties that may be required by Indoor Netball Federation of Australia Inc.

4. TREASURER:

Duties shall be to:

- (b) attend all INFQ General and Management Meetings.
- (c) oversee all the books and accounts of the Association.
- (d) prepare a Statement of receipt and expenditure for presentation to each INFQ Management meeting and each General Meeting.
- (e) oversee the receipt of all monies, and payment of such monies into the bank and produce the bank receipts at each Management meeting and General meeting.
- (f) close the books on the 31st December each year and prepare a Balance Sheet for the inspection and signature of the Auditors and present same at the Annual General Meeting.
- (g) that the books be open and available for inspection upon written request, provided 7 days' notice is given.
- (h) prepare the overall budget for the Association for approval by the INFQ Management Committee.
- (i) make recommendations to the INFQ Management Committee when necessary for the advantageous management of Association funds and resources

Executive positions will be voted on and appointed at the Annual General Meeting.

5. GENERAL SUB-COMMITTEE MEMBERS

The GENERAL Sub-Committee could consist of the following members, who can, with the permission/invitation from the INFQ Management Committee, attend the Management Committee Meetings.

- (a) Division One – Superleague President
- (b) Division Two – Superleague President
- (c) Division Three – Superleague President (if applicable)
- (d) Umpires Director
- (e) Coaching Director
- (f) Any other person that the Management Committee may feel appropriate

6. UMPIRES DIRECTOR –

See Appendix “A” at the back of Manual

7. UMPIRES SUB-COMMITTEE MEMBERS.

Who shall nominate in writing on the appropriate form and return it on or before the stipulated closing date.

- (a) attend all meetings called.
- (b) carry out any functions allotted to them as a Member of the Sub- Committee.
- (c) in the event of a resignation of a Sub-Committee Member the position must be filled by the Management at its next meeting following the vacancy occurring.

Allocated Duties for Sub-Committee Members:-

- (i) **Courses -** Liaise with Centres and resetting of courses etc..
Organise appropriate administration for courses to be held.
Keep updated records.
- (ii) **Newsletter -** Collect and collate information for the organisation
of a quarterly Newsletter and submit to INFQ
- (iii) **Communications -** Submit to INFQ all letters and regular
Communications all INFQ current umpires and Centres.
Keep and update list of all current umpires and issue all
umpires certificates.
- (iv) **Tournaments -** Liaise with Umpires Director regarding the organising
list for tournaments.
Set umpires at tournaments as required.
Organise payment for umpires as required.
Keep and update records of Umpires tested at tournaments,
Liaise with Umpires Director in regards
to testing/screening of umpires.
- (v) **Records -** I.N.F.Q. will mark all Theory Papers as received from INFQ
Member centres. INFQ will then scan email and return to
I.N.F.Q. member centre, who will be required to keep on file
and send a copy to the person. INFQ will also send a copy to
the umpire’s director and the appointed umpire’s
administrator.

8. COACHING DIRECTOR -

See Appendix "B" at the back of Manual.

9. COACHING SUB-COMMITTEE MEMBERS.

Who shall nominate in writing on the appropriate form and returned by mail on or before the stipulated closing date.

- (a) attend meetings called.
- (b) carry out any functions allotted to them as a Member of the Sub-Committee.
- (c) in the event of a resignation of a Sub-Committee it must be filled by the Management committee at its next meeting following the vacancy occurring.

Allocated Duties for Sub-Committee Members:-

- | | | |
|-------|-----------------------------|---|
| (i) | Registrar - | Responsible for Course Registrations, Coaches Register and printing of Manual and Certificates. |
| (ii) | Communications - | Responsible for correspondence to and from Committee. Mailing Lists and general liaison duties. |
| (iii) | Newsletter - | Responsible for collecting information and input for "The Flame" and the INFQ Coaching Newsletter to be published. |
| (iv) | Practical Assessor - | Responsible for assessing and reporting of Coaches for respective levels of attainments.
To monitor and evaluate the standards of Assessments. |

10. SOCIAL MEDIA – Refer to Section 9

No Member shall be permitted to bring the game of Indoor Netball into disrepute as per the I.N.F.Q. Social Media Policy in Section 9

11. MATCH COMMITTEE

Refers to all INFQ Tournaments (Zones & State Titles)
(Superleague Match Committee is in SECTION 4 - page 8 – Under Misconduct)

Any player sent from the court during a game or any behaviour from officials or spectators to be deemed "un-sportsman like" may receive a suspension or other penalty at the discretion of the match committee.

A dispute may be lodged by a team official with the Tournament Director and any such dispute shall be directed to the Match Committee for consideration and decision.

The following procedure will apply –

1. Notification of any protest with respect to a game shall be made verbally or in writing to the Tournament Director within 15 minute of completion of the said game;
2. Within 45 minutes that a protest must be reduced to writing and also be given to the Tournament Director;
3. The Match committee shall convene a meeting to consider the protest as soon as reasonably practical;
4. The Match Committee can inform themselves in any way they feel appropriate with respect to consideration of the protest at hand;
5. The Match Committee in their discretion may call the relevant team officials players and umpires to given evidence to the Match Committee about the relevant protest and inform themselves in any matter that they deem fit from such persons;
6. Upon consideration of information of which the Match Committee have informed themselves, the Match Committee shall decide the protest by way of majority vote

If a player is found to be striking they will automatically be expelled from the event.

The decision of the Match Committee is final and there will not be any appeal provision with respect to that decision.

Any offence that occurred at any INFQ Tournament may be reported to the INFQ Management Committee by the Tournament Director for further action.

12. ASSOCIATION TRIBUNAL COMMITTEE & PROCEDURES – {APPEALS}

Refers to all INFQ Events (Superleague, Zones & State Titles)

- (a) A player/official may appeal any penalty imposed by a Match Committee to the INFQ Management Committee.
 - (i) Such an appeal **MUST** be submitted in writing within 72 hours of the Match Committee Hearing, setting out clearly any **FRESH** evidence which it considers would have sufficient relevance as to effect the decision previously reached by the Match Committee and be accompanied by a fee of **\$200.00** to the Association Office.
 - (ii) This fee will only be refunded if the decision by the Association Tribunal Committee to reconsider the decision in the light of **NEW** evidence and as a result of that reconsideration the player/official is cleared or the original penalty is reduced in any way.
 - (iii) The Association Tribunal Committee will consist of a **minimum** of 2 independent persons and preferably at least one of the original Match Committee Members who have heard the case from which the appeal resulted.

Should such a submission be made, the Tribunal shall be the final arbitrator of its relevance and the following procedures will take place.

- (a) Prior to the establishment of a Tribunal a copy of the **NEW** evidence is provided to the Association Tribunal Committee.
- (b) Providing the evidence submitted is **NEW** to the appeal – ensure that the player/official receives a copy of the date and place of the tribunal.
- (c) This notice should allow reasonable time for the defendant to prepare for the hearing as a general rule a minimum of one clear day would be sufficient.
- (d) The defendant should also be advised that they may bring relevant witnesses and have the right to be represented by an advocate who may not be a practising solicitor or barrister to verify their **NEW** evidence
- (e) The defendant should also be advised of the charges and other relevant information.
- (f) The defendant's Member Centre should also be advised of the charges and other relevant information.
- (h) The Tribunal should elect a chairperson and follow the steps outlined below:-
 - introduce tribunal members
 - identify defendant/s and advocate/s (if present)
 - identify umpire (if required and if present)
 - advise defendant of charges.
 - advise Tribunal Members of **NEW** evidence
 - advise defendant/s of possible penalty/ies
 - advise defendant/s advocate of right to cross examine witnesses. (if required in new evidence).
 - examine all witnessed and evidence.
 - ask if they have anything to add in relation to the penalty.
 - advise the defendant of the decision and the penalty.
 - ensure the severity of the penalty imposed is clear and in keeping with the offence (which may include an increase or decrease on any penalty already set down by the Match Committee).

During an appeal all penalties will be suspended until the appeal has concluded.

13. TOURNAMENT DIRECTOR

See Appendix "C" at the back of Manual

14. SELECTION CONVENOR.

Duties shall be to:

- (a) Convene a meeting prior to selections to discuss requirements of the Committee.
- (b) Further meet at applicable time to make selection of team/s, when final decisions have been made, names are to be handed onto the Association Representative for announcement.
- (c) Shall ensure that all selectors have signed the INFQ "Policy Document" and then give these signed documents to the INFQ Operations Manager or in her absence the Tournament Director who will ensure these are handed in to INFQ.

15. SELECTION SUB-COMMITTEE.

At each Championship the Association shall, unless it otherwise advises, select State Teams for the appropriate grades to be played at the Indoor Netball Federation of Australia Inc National Championships.

A panel of at least three selectors per grade (more if required) shall be appointed, which will include the appointed State Coaches of the applicable teams.

Nominations for the position of a selector shall be called by the Association at least six weeks prior to each tournament.

Junior State Selections:

On the nomination form for Junior State Coaches, applicants must declare the following:

- If you have children playing in the tournament – if so what grade/s
- Are you coaching at this tournament – if so what grade/s

*At Junior State Selections all Selectors will ensure that their priority is view their grades/teams in to which they are selecting.

Should insufficient nominations be received by the Association, the Association may approach suitable individuals, or call for further nominations prior to the commencement of the Championships.

The Association Management Committee shall confirm the appointment of selectors and convenor prior to the commencement of the tournament.

- (a) when directed by the Association Management Committee select a State or other representative team or teams.
- (b) A Selector may be a Coach providing that they are not coaching the grade in which they are selecting. The appointed Coach will also take over the role of Chairperson of Selectors.
- (c) selectors must fulfil their obligations and attend the entirety of the selections or forfeit their position as a Selector.
- (d) the Chairperson shall hold a meeting at the commencement and conclusion of the Round Robin to select the State Team/s, which will be based on playing ability, attitude and sportsmanship demonstrated at the event, these names shall then be given to the Association Representative for announcement at the applicable time.
- (e) All appointed selectors will adhere to the INFQ Code of Conduct.



INFQ Dates & Venues 2018



DATES	TOURNAMENT/ EVENT	VENUE	ADDRESS	GRADES
2nd, 3rd & 4th February	Aged Zones	Action Indoor Toombul	137 Bage Street, Toombul	18 Lad, 18 Mix, 23 Mix, Over 30 Lad & Mixed
Friday 9th March	INFQ AGM	Quest Breakfast Creek	15 Amy Street, Breakfast Creek	
5th - 12th May	INFA Aged Nationals - SA	Action Indoor Salisbury	10 Clayson Road, Salisbury - Adelaide SA	18 Lad, 18 Mix, 23 Mix, Over 30 Lad & Mixed
25th, 26th & 27th May	Open Zones	Beenleigh Indoor Sports	5 Thorsborne Street, Beenleigh 4207	21 Lad & Men, Open Ladies, Mixed & Mens
Thursday & Friday 7th & 8th June	Secondary Schools Comp GOLD COAST	Beenleigh Indoor Sports	5 Thorsborne Street, Beenleigh 4207	13's, 15's & Unders, - Open Grades - Ladies & Mixed
Thursday & Friday 7th & 8th June	Secondary Schools Comp SUNSHINE COAST	Caboolture Indoor Sports	82 Learjet Drive, Caboolture 4510	13's, 15's & Unders, - Open Grades - Ladies & Mixed
Thursday & Friday 14th & 15th June	Secondary Schools Comp BRISBANE/IPSWICH REGION	Ipswich Indoor Sports Centre	Ipswich Showgrounds, Warwick Road, Ipswich QLD 4305	13's, 15's & Unders, - Open Grades - Ladies & Mixed
4th - 11th August	INFA OPEN Nationals - WA	Striker Indoor Sports & Fitness Leeming	55 Farrington Road, Leeming - Perth WA	21 Lad & Men, Open Ladies, Mixed & Mens
Thursday & Friday 23rd & 24th August	Secondary Schools Comp CHALLENGE CUP	TBA	TBA	13's, 15's & Unders, - Open Grades - Ladies & Mixed
22nd & 23rd September	14 Mixed & 16 Ladies Junior State Championships	Ozsports Browns Plains	40-44 Johnson Road Browns Plains Ph: (07) 3800 5454	14 Mixed & 16 Ladies
27th - 30th September	8's, /10's/12's/14's Girls & 16 Mixed Junior State Championships	Ipswich Indoor Sports Centre	Ipswich Showgrounds, Warwick Road, Ipswich QLD 4305 Ph: (07) 3202 3222	8's, 10's, 12's, 14's Girls & 16 Mixed
Sunday 9th September	INFQ State Awards Function	TBA	TBA	All Aged & Open State Teams
14th -20th October	WINA AGED World Cup	Johannesburg - South Africa	18 Lad, 18 Mix, 23 Mix, Over 30 Lad & Mixed	
1st - 8th December	INFA JUNIOR Nationals	TBA	TBA	12's, 14's, 16's Girls & 16 Mixed