

WELSH NETBALL ASSOCIATION: CYMDEITHAS PEL-RWYD CYMRU
BYELAWS
As at November 2014

The Welsh Netball Association is the governing body for Netball in Wales and these Byelaws shall be the Byelaws of the Association as determined by the Board of Directors as set out in the Articles, Clause 22

Terms used in these Byelaws shall have the same meaning as those defined in Clause 1 of the Articles

1. RIGHTS AND OBLIGATIONS OF MEMBERS (Refer Article 3)

1.1 Members shall have the following and any other rights as determined by the Board:

1.1.1 Each voting member shall be entitled to receive the Annual report and Accounts

1.1.2 Each voting member and junior club member may enter tournaments, trials, courses and awards upon payment of any additional charges associated with that activity

1.2 The membership year will be from 1st September until 31st August

1.3 Membership fees shall be determined annually by the Board and ratified by the Membership (Refer Articles Clause 4)

1.4 Membership fees shall be paid by 30th September. Fees paid before this may be subject to discount as determined by the Board.

1.5 New Members may join at any time during the year

1.6 Members will be advised of Membership renewal procedures via their Club Secretary, or registered address if not attached to a club

1.7 Membership application forms will be used to collect any membership information and data required to allow the Association to adhere to the Equity Policy adopted by the Board

1.8 Teachers and Lecturers are not affiliated to the WNA through their place of employment, but must affiliate as an individual if they wish to benefit from Membership rights

2. AREA ASSOCIATIONS (Refer Article 3.6)

Area Associations shall:

2.1 Affiliate annually to the WNA

2.2 Abide by the Articles of Association and any other regulations in force

2.3 Not have the power to alter the Rules of the Game

2.4 Not have the power to overrule decisions of the Board

2.5 Have the power to have separate School and Open Associations

2.6 Ensure that the rules of leagues and tournaments within their auspices provide that every player participating shall be a Member of the Welsh Netball Association

2.7 Advise the Welsh Netball Office of the names and addresses of its Officers, Area Coaches and any persons undertaking specific responsibilities within the Area, along with the contact details of the person to whom notification of General Meetings will be sent

2.8 Send one representative to all General Meetings of the WNA

2.9 Organise trials, matches, leagues and tournaments for their Members

2.10 If requested, act as WNA's agent for the collection of annual fees from Members

2.11 Ensure that all relevant information from the WNA is communicated to all its members

2.12 Enter National Championships organised for Area teams if wished

3. INDIVIDUAL SCHOOLS/COLLEGES/UNIVERSITIES

Each Member shall advise the WNA of the name and details of the contact to whom notification of General Meetings will be sent

4. OFFICERS (Refer Article 6)

4.1 Officers may attend all International matches and National Super League matches under the control of the WNA free of charge

4.2 Honoraria payments may be made to Officers of the Association or any other individual as agreed by the Board

5. APPOINTMENT OF DIRECTORS (Refer Article 8)

5.1 A skills analysis of the Board will be undertaken by the Board and Company Secretary as soon as possible after the AGM. This will identify any skill gaps and enable the Board to decide upon the competency based requirements to be advertised for the appointment of the two additional Directors

5.2 All Directors have equal rights and responsibilities

6. STANDING COMMITTEES/PANELS (Refer Article 16)

6.1 The Terms of Reference are contained in separate appendices to these Byelaws, but are considered part thereof (Refer Appendices 2,3,4,5,6,7,8,9)

6.2 The Chair of each Committee/Panel shall be appointed by the Board

6.3 Voting Members will be appointed to Committees/Panels as set out in Clause 8 of these Byelaws

6.4 Voting members will be appointed for a period of two years and shall be eligible for re-appointment after serving their period of office

6.5 All members shall comply with the WNA's Conflict of Interest Policy.

Declarations of interest must be requested at the beginning of every meeting by the Chair and any raised must be noted and the action taken recorded in the minutes

6.6 Each Committee/Panel shall have the power to co-opt any number of persons to discuss specific agenda items

6.7 The quorum for all Committees/Panels, except the National Forum (Refer Byelaw 9 and Appendix 6), shall be 50% (rounded up to a whole number) of voting members

6.8 Working groups may be set up as and when required

6.9 The Minutes of each Committee/Panel meeting shall be sent to the CEO prior to circulation

6.10 All Committees/Panels shall report to the Board

7. NOMINATIONS AND ELECTIONS of OFFICERS (Refer Article 7)

7.1 Approved application forms will be made available via the WNA website, or by post if requested

7.2 Members put forward for election must be nominated and seconded by voting Members of the Association

7.3 Forms, completed by the nominee, proposer and seconder, must be sent to the CEO by personal delivery, post or email, by the due date

7.4 Proxy voting forms will be available via the WNA website, or by post if requested

7.5 No electronic signatures will be accepted

8. APPOINTMENT OF VOTING MEMBERS TO COMMITTEES/PANELS

8.1 Voting members of Committees/Panels shall be appointed by the Board from amongst applications received and shall be endorsed by the WNA membership at the appropriate AGM

8.2 Application forms will be made available via the WNA web-site or by post if requested

8.3 The Chair of any working group set-up by a Committee/Panel shall be selected from amongst the voting members of that Committee/Panel

9. NATIONAL FORUM (Refer Appendix 6)

9.1 The National Forum shall meet annually to discuss matters of mutual interest

9.2 It shall consist of the Chair of each Area Forum, the Regional Development Officers and appropriate WNA staff

9.3 The Forum shall be chaired by the WNA President

9.4 The quorum for the National Forum shall be 12

10. GENERAL MEETINGS (Refer Articles 12,13 &14)

Notification of the date, time and venue of General Meetings will be placed on the website and sent electronically or by post to all Members

11. PLAYING QUALIFICATIONS

Players eligible to play for Wales shall be:

11.1 Registered playing members of the Association

AND either

11.2 Born in Wales

OR

11.3 Of Welsh parentage i.e. mother, father or legal guardian or, from the AGM 2015, having one or more Welsh grandparent/s

OR

11.4 Resident in Wales for one year immediately prior to being selected to play for Wales. "Resident" is defined as an unbroken period of residency in Wales. Once the terms of residency have been met and representation taken place, the player retains eligibility status provided that the commitment to Wales is maintained.

11.5 For Age group teams only, those aged 19 or under attending school or a further education establishment in Wales

11.6 For World Championships, World Youth Championships and the Commonwealth Games, other eligibility rules may apply that take precedence over these Byelaws

12. SELECTION POLICY

12.1 Selection for any Welsh representational team shall be undertaken in accordance with the WNA's Performance Strategy

12.2 WNA criteria will be used in the selection process

12.3 Players will be selected into a particular squad or team at the discretion of the Head of Elite Performance

12.4 In a situation where more than one Welsh age group team is in competition at the same time, priority for selection will be at the discretion of the Head of Elite Performance

13. APPOINTMENT AND REVIEW OF WNA COACHES

13.1 The Head of Elite Performance shall be responsible for the training of the Welsh Open and Celtic Dragons teams

13.2 Age Group Coaches and Assistant Coaches may be appointed for a period of up to 2 years, with performance reviewed annually

13.3 All Assistant Coaches and Age Group Coaches will be approved by the Board following recommendation by the Performance Panel

13.4 The members of a Review Panel will be approved by the Board following recommendation by the Performance Panel (Refer Appendix 9)

13.5 The Review Panel shall have the power to dismiss any Coach who is underperforming (Refer Appendix 9)

13.6 The Performance Panel will provide criteria for the Review Panel to assess the performance of Coaches (Refer Appendix 9)

14. APPOINTMENT AND REVIEW OF TEAM MANAGERS

14.1 Team Managers may be appointed for a period of up to 2 years, with performance reviewed annually

14.2 The Appointment and Review Panels will be set up by the Performance Panel (Refer Appendix 10)

14.3 The Review Panel has the power to dismiss any Team Manager who is underperforming (Refer Appendix 10)

14.4 The Performance Panel will provide criteria for the Review Panel to assess the performance of Team Managers (Refer Appendix 10)

15 SELECTORS

15.1 The Performance Panel will recommend Selection Panels to the Board for approval

15.2 Each panel will include the Head of Elite Performance as Chair, the relevant Coach(es) and suitably experienced persons

15.3 Selectors may attend all Home International and Super League matches under the control of the WNA

16. PAYMENT OF EXPENSES

16.1 All scales of payment of expenses and subsistence for salaried staff will be agreed by the Board following recommendation by the Staff Management Committee

16.2 All scales of payment of expenses and subsistence for Officers, Committee/Panel members, squad officials, umpires, and players will be agreed by the Board following recommendations by the CEO

16.3 At the discretion of the Board, expenses and subsistence may be paid for travel to and from WNA training sessions, matches, Committee/Panel meetings, working groups and other sanctioned events

16.4 Receipts will be required for all claims for travel by public transport, for meals out and for commercial accommodation

16.5 An agreed hosting allowance per person, per night, for bed and food, may be claimed when accommodation is made available

17 ANTI-DOPING

17.1 The offence of doping is strictly forbidden

17.2 The WNA has a doping policy in line with the World Anti-Doping Authority and IFNA regulations.

17.3 All WNA players, squad officials, umpires, medical personnel and administrators must acquaint themselves with the doping regulations and sign and return documents as appropriate

18 DISCIPLINARY COMMITTEE, POWERS AND PROCEDURES (Refer Article 5 and Appendix 4)

18.1 The Disciplinary Committee shall be appointed by the Board and shall consist of two Directors of the WNA, one of whom shall take the Chair, and one representative from one of the Association's other Committees/Panels.

18.2 After fully investigating the alleged misconduct the Disciplinary Committee shall take such action as it thinks appropriate and shall advise the Board of that decision within five days of the hearing.

19 INDEPENDENT APPEALS COMMITTEE and APPEALS PROCEDURES (Refer Article 5 and Appendix 7)

19.1 The Independent Appeals Committee will be set up by the Board and consist of three independent and impartial persons, one of whom shall not be involved in Netball in any way.

19.2 A Member subject to a decision of the Disciplinary Committee shall have the right of appeal and shall do so in writing within ten (10) days of notification of that decision

19.3 The Appeal must be sent to the CEO along with the reasons for the Appeal and with appropriate documentation

19.4 The Appeal must be accompanied by a £100 deposit, which will be refunded if it is upheld.

19.5 If all existing procedures have been exhausted, any further dispute will be referred to the Sports Dispute Resolution Panel within seven (7) days.

20. SAFEGUARDING POLICY

The Association has a clearly defined Welfare Policy to which Members are expected to adhere

21. DELEGATION OF POWERS

The Board may delegate such of its powers as are necessary to facilitate the operation and management of the Association

22. SPECIAL DATES

22.1 No activity will be organised on the day of the AGM unless it is at the same venue and breaks for the period of the meeting

22.2 No squad training sessions or matches will take place at the same time as Home internationals

22.3 No activity will be programmed for the same age group or the age group below on National Championships days

23. AMENDMENTS (Refer Article 22)

No amendments to these Byelaws shall be made save in accordance with the Articles of the Association

APPENDICES:-

- Appendix 1 List of Panels, Policies and procedures
- Appendix 2 Commercial Panel
- Appendix 3 Development Panel
- Appendix 4 Disciplinary Committee
- Appendix 5 Finance and Audit Panel
- Appendix 6 National Forum
- Appendix 7 Independent Appeals Committee
- Appendix 8 Performance Panel
- Appendix 9 Review of WNA Team Coaches Panel
- Appendix 10 Review of WNA Team Managers Panel
- Appendix 11 Staff Management Committee
- Appendix 12 Board of Directors