PALM BEACH NETBALL CLUB

BY-LAWS

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1. INTRODUCTORY PROVISIONS

1.1 Interpretation In these by-laws:

a. club means Palm Beach Netball Club Incorporated;

b. constitution means the club rules, as defined in the Act;

c. PBNC means Palm Beach Netball Club;

d. Executive means a member or members duly elected to the identified Executive Committee position/s within the club;

e.NA means Netball Australia.

f. NQ means Netball Queensland.

g. badged umpire means an umpire duly qualified according to the rules of and recognised by Netball Australia;

h. team means a netball team comprising at least seven registered playing members.

1.2 Application

1.2.1 These by-laws complement and are to be read in conjunction with the constitution and policies of the club.

1.2.2 It is the responsibility of the Executive Committee members to familiarise themselves with the club's constitution, by-laws, policies, and procedures. It is also their responsibility to educate members that they must comply with the constitution, by-laws, and all relevant policies of the club.

1.3 Location

The headquarters of the club are located at Firth Park, Somerset Drive, Mudgeeraba, Queensland.

1.4 Club Colours

The club's colours are blue, white and green. No team will wear a combination of the club colours as its uniform or wear the club colours at any event without the approval of the Executive.

2. GOVERNANCE

2.1 Executive Committee Positions

The following office bearer positions will duly comprise the club's Executive Committee (the Executive)

- President
- Vice President
- Secretary
- Treasurer
- Registrar

A summary of the duties of the Executive Committee positions are detailed in Annexure A to these bylaws. Detailed role statement will be maintained, updated as appropriate, and available at the office or on request.

2.2 Non-Executive Positions

2.2.1 The following positions of the club will be filled as or when required, however do not form part of the club's Executive Committee:

- Umpire Convenor
- Grading Convenor
- Junior Convenor
- NetSetGo Convenor
- Senior Convenor
- Coaching Convenor
- Uniform Convenor
- Equipment Officer
- Events Coordinator
- Communications and Social Media Officer
- Delegate to South Coast Netball for Social Affiliation
- Delegate to Hinterland District Netball Association

A broad outline of the duties of the Non-Executive positions are detailed in Annexure B to these bylaws. Detailed role statement will be maintained, updated as appropriate, and available at the office or on request.

2.2.2 With the endorsement of the member delegates, the Executive Committee will determine where it may be appropriate and in the interests of the club to remunerate the occupant/s of Non-Executive positions.

2.2.3 The Executive Committee may create and appoint to new short-term roles as a need is identified. This may include the requirement to appoint a minute secretary to record the proceedings at meetings of the club as or when required. In such instances the minutes shall be forwarded to the Secretary not more than seven (7) days after the date of such meetings.

2.2.4 No office bearer can make decisions on club matters without the approval of the Executive Committee.

2.3 Sub-Committees

a. Sub Committees shall be appointed by the Executive Committee for a specific purpose and will convene for a specified period.

b. An Executive Committee member will be appointed to, and will co-ordinate each Sub Committee

b. Sub-Committees shall report to and make recommendations to the Executive Committee. No committee or committee member can make decisions on club matters without the approval of the Executive Committee.

2.4 Eligibility to hold positions.

a. In order to hold any official position within the club, candidates must over the age of 18 years.

b. Executive Members and holders of Non-Executive positions must not concurrently hold executive positions in any other Netball Queensland affiliated club.

3. EXECUTIVE COMMITTEE

The duties of the Executive Office Bearers of the Club are detailed in Annexure A to these By-laws.

3.1 Accountability

3.1.1 All Executive Committee members shall act in the best interest of the club and its members.

3.1.2 On appointment all Executive Committee members will acknowledge and declare any conflict of interest and will complete a confidentiality agreement.

3.1.3 Should an Executive Committee member resign or be removed from office, the remaining Executive members will take appropriate action, in accordance with the club's constitution, to fill the position pending the next Annual General Meeting.

3.2 Meetings

3.2.1 Subject to the limitation that it shall meet regularly, the Executive may meet for the dispatch of business, adjourn, and otherwise regulate its meet and proceedings as it sees fit.

3.2.2 No proxies shall be allowed at Executive meetings but members an attend via zoom.

3.2.3 Records of all meetings and decisions made will be kept.

3.3 Order of Business The order of business at an Executive Committee meeting shall be as follows:

I. Open meeting
II. Apologies
III. Minutes of previous meeting
IV. Business arising from meeting
V. All reports
VI. General business

4. MEETINGS

4.1 Committee Meetings

4.1.1 Committee meetings:

I. Will be held regularly, and all members will be notified prior to each meeting with details of the date, time, and place of meeting

II. May be called as Special Meeting by the President or Secretary of PBNC

IV. Will be open for all members to attend.

VII. Proxy votes will not be accepted.

4.1.2 The order of business at Committee meetings shall be as follows:

I. Recording of attendance
II. Open meeting
III. Apologies
IV. Minutes of previous meeting
V. Business arising from minutes
VI. Correspondence
VII. Business arising from the correspondence
VIII. Treasurer's Report
IX. All other reports from Executive, Convenors and Coordinators
X. General business

4.2 Annual General Meeting

4.2.1 Annual General Meeting (AGM):

I. Quorum will be in accordance with Section 22 of the Constitution.
II. Recommendations and Amendments are to be submitted in writing to the Secretary at least 14 days prior to the AGM. Recommendations to be carried by a simple majority and are to remain in force until the next AGM.
III. All members are entitled to attend the Annual General Meeting
IV. Only one (1) vote per member
V. All life members are entitled to one (1) vote provided they are deemed active.
VI. Proxy votes will not be accepted.

4.2.2 Order of Business for Annual General Meeting

4.2.2.1 The order of business at Annual General Meetings shall be as follows:

I. Recording of attendance
II. Open meeting
III. Apologies
IV. Minutes of previous AGM
V. Business arising from minutes
VI. President's report
VII. Treasurer's report and presentation of audited Balance Sheet, Statement of Receipts and Expenditure
0IX. Umpire Convenor's Report
X. Coaching Convenor's Report

XI. Registrar's Report
XII. Amendments to the Constitution and By-laws
XIII. Election of office bearers
XIV. General business

4.2.2.2 The following office bearers shall be elected at the Annual General Meeting as required in accordance with the Constitution

- President
- Secretary
- Treasurer
- Registrar
- Umpire Convenor
- Grading Convenor
- Junior Convenor
- NetSetGo Convenor
- Senior Convenor
- Coaching Convenor
- Uniform Convenor
- Equipment Officer
- Communications and Social Media Officer
- Events Coordinator
- Delegate to Hinterland District Netball Association
- Community Liaison Officer
- Child Safety Officer

4.3 Sub Committee Meetings

4.3.1 The Executive Committee representative will convene and preside over all meetings of the relevant Sub Committee, which will meet as required to facilitate its function and meet its responsibilities.

4.3.2 The convenor will be responsible for documenting any meeting minutes, and preparation of reports or recommendations to the Executive Committee for approval. Such reports or recommendations requiring Executive approval should be provided at least forty-eight (48) hours prior to any meeting or related deadline.

4.3.3 Sub-Committee members cannot make decisions on club matters without the approval of the Executive Committee; nor does participating on the Sub-Committee entitle them to voting rights at meetings of the club.

4.4 Standing Orders for meetings

4.4.1 A motion must be seconded before it is debated and shall not be then withdrawn without the consent of the seconder.

4.4.2 Any amendment shall be considered before the original motion. On adoption of any amendment (such amendment shall be held to have quashed the original motion), and for purposes of subsequent discussion the amendment so carried shall be regarded as an original motion. No amendment shall be received by the chairperson which does not relate to the substance of such motion, or which is a direct negative to the motion tabled.

5 APPLICATIONS FOR MEMBERSHIP

5.1 Applications for membership with PBNC shall be in the designated electronic format, and shall be lodged with the club not later than the date specified by the Executive for the related season's competition.

5.2 The classes of membership are:

I. Playing member;
II. Non-playing member
    a. Committee member
    b. Executive member
    c. Coach;
III. Life Member;

6 PAYMENT OF FEES / NON-FINANCIAL MEMBERS

6.1 Fees for player registration must be paid in order for them to be deemed financial and duly insured.

6.2 Any members with outstanding fees shall be deemed unfinancial and shall be ineligible to play or participate until the original debt has been cleared.

6.3 In recognition of their contribution to PBNC, members of the Executive Committee, Committee and Life Members will be exempt from payment of their membership fees. Payment of any registration fee will be met by PBNC and is only open to those categories noted.

7 CLUB UNIFORM

7.1 Club Uniforms

a) The colours for the Club are blue, white and green;
b) The uniforms are to be worn by all players;

7.2. Uniform items may consist of the range of options listed below:

a. Playing dress
b. Shorts
c. Singlet, short sleeved top
d. Black or navy sports pants are to be worn under the Club dress – they are to be no longer than the hem of the uniform
f. Socks to cover ankle and are to be white in colour;
e. Additional uniform items may be approved.

7.3 All players must wear the approved club uniform items, however players in the team are not required to all wear the same items in order to take the court. For example, some players within a team may wear the club dress, while others may opt to wear the uniform t-shirt and shorts. All items must be from the approved uniforms list for the club.

7.4 Hat, caps or visors may be worn by players however they must have a soft peak. No hard hats or hard-brimmed gats, caps or visors are to be worn.

7.5 Players fingernails must be cut short. Taping is not allowed.

7.6 Approved sport gloves may be worn by players.

7.7 Earrings or any other body piercings must not be worn during play. Taping over earrings or other piercings is not allowed.

7.8 No jewellery is to be worn by players, with the exception of medical alert bracelets as per the rules of Netball Australia. Permission may be granted by the Executive Committee where unusual or exceptional circumstances exist but must be sought prior to games commencing.

8 REGISTRATION

8.1 General rules

The Executive Committee will prepare and provide updates to club members at the beginning of each season. These updates are to be applied in conjunction with these by-laws.

a. Teams will have the right to play new members up to semi-finals, provided they are correctly registered

b. To qualify for finals, players must play in at least one third of competition games set down for that team. Games played during grading will not count toward qualification. If after a player has registered with a team, that team won on a forfeit, that game will count toward qualifying the player for finals.

c. With the exception of mixed game competition, no player may play in two separate clubs during the one competition season

d. In the event of PBNC disbanding, its members shall be at liberty to transfer and play with any other club, with the consent of the Executive Committee.

e. A clearance must be obtained in writing to transfer from PBNC to another club during a competition season, with the transfer endorsed by the President or Secretary.

8.2 Junior Competition

a. To play in the Junior Competition players must turn 11 years and may not have turned 18 years by 31 December of that competition year.

b. No player shall play in a lower grade than that in which the player is registered, however a player from a lower grade may play in a higher grade provided that team has at least five (5) registered team members on the court at all times.

c. Any player having played three (3) games in a higher grade than that in which they are registered shall be deemed a player in the higher grade and shall not return to the lower grade. Penalties apply for non-compliance.

d. The lowest division or age group may borrow from the 10 years teams only if they have less than seven (7) registered players to take the court.

e. No ten-year-old player may play more than two (2) games in the junior competition.

h. Unregistered players may play ONE game per season for the club.

8.3 NetSetGo Teams

a. NetSetGo divisions will be 10 years, 9 years, 8 years, 7 years and will participate in games in accordance with HDNA modified NetSetGo rules.

b. No 10 years player may register with a junior team except in extenuating circumstances and at the discretion of and with approval by the Committee.

c. No player may play in two separate clubs during the one competition season.

d. Unregistered players may play ONE game per season for the club.

8.4 Senior Competition

a. The senior competition shall be conducted in grades as determined by the Committee.

b. Players must turn 15 years by 31 December of that year to be eligible to take part in the senior competition.

c. Only one 14-year male player may play in each team in a senior competition.

d. Unregistered players may play ONE game per season for the club.

8.5 Mixed Competition

a. All players must turn 15 years of age by 31 December of that year to be eligible to play in the mixed competition.

b. A maximum of three (3) male players may take the court at any one time.

c. A team may not take the court with two (2) males playing in the one goal circle (i.e. GS & GA; GK & GD).

d. A player may play in both the mixed competition (subject to age eligibility) and ladies' competition in the one season.

e. Unregistered players may play ONE game per season for the club.

9 RULES OF PLAY

9.1 General

a. The rules of netball adopted by all members shall be those of Netball Australia, except where special domestic rulings are applied.

b. PBNC will prepare and provide ruling updates to club members and coaches at the beginning of each season. These updates are to be applied in conjunction with these by-laws.

10. UMPIRING

10.1 General

a. All umpires must adhere to the rules as set by Netball Australia.

b. All umpires must wear suitable attire and suitable footwear. White attire is preferred.

c. All umpires must adhere to the Umpires Code of Behaviour

d. After commencement of a game, umpires are not allowed to interchange, except in the case of injury or illness.

e. A person must be turning 12 in that year to be eligible to undertake the Umpires' Basic Course and commence umpiring games.

f. A person 11 years and over must sit the Rules of Netball Theory Examination on-line and achieve 70% or more; and have successfully completed the Umpires Basic Course prior to umpiring games at any level of competition.

g. Any umpire experiencing difficulty with team officials, players or spectators on any match should immediately send for PBNC Umpire Convenor or a member of the Executive Committee.

h. Dissatisfaction with the umpiring of a game should be raised by the coach, manager, or captain immediately, or as soon as possible after the game, and reported to PBNC Umpire Convenor or a member of the Executive Committee.

i. All umpires are to sign on to the appropriate Umpires list before reporting to the court.

10.2 Junior Competition

a. It is the responsibility of PBNC Umpire Convenor to ensure that a suitably skilled and qualified umpire is available for the matches specified.

b. Each Saturday PBNC must supply a competent and suitably attired umpire who is prepared to umpire when called upon.

c. If any PBNC umpire cannot carry out the allotted match, it is the responsibility of the PBNC umpire convenor to make a suitable replacement.

d. PBNC will adhere to the current HDNA payment schedule.

10.3 NetSetGo Competition

To umpire 7 to 9-year NetSetGo games, a person must be turning 12 in that year, achieve a score of at least 70% in the Rules of Netball Theory Examination, and have completed the Umpires Basic Course prior to umpiring NetSetGo games. Beginning umpires must wear a bib noting that they are deemed a “Learner” and must have an umpire coach with them the entire game.

11. WEATHER

In the event of wet weather or extreme heat conditions, PBNC will be responsible for notifying players of the cancellation.

13. BEHAVIOUR OF MEMBERS AND SPECTATORS

All members of PBNC including coaches, managers, umpires and spectators attending games and/or events or representing our club, are required to conduct themselves within the spirit of the game and adhere to the appropriate policies and Code of Behaviour relevant to their particular circumstance or role and must show respect for umpire decisions, and for all players and officials.

Spectators are not permitted to call play or position. Where a PBNC member or a spectator is reported for a breach of the expected standards and conditions outlined in the Code of Behaviour, action may be taken in accordance with either these By-Laws, applicable policies, or the Member Protection Policy. Intimidation, verbal abuse or harassment of umpires and officials by spectators or players will not be tolerated under any circumstances.

Annexure A

Duties of Executive Position Office Holders

PRESIDENT

The duties of the President of the Club shall be to:

- Oversee all aspects of the Club;
- Preside at all general meetings and annual general meetings of the Club;
- Arrange a date for registration with members of the Management Committee;
- Attend and assist on registration day;
- Assist and support both committee members and Club members;
- Be responsible for disputes and discipline for the Club in conjunction with other members of the Management Committee;
- Participate in selection of awards for presentation;
- Assist with teams selections and grading;
- Prepare report for the annual general meeting of the Club;
- Arrange and book all general meetings for the year;
- Assist in selection of trophies for the end of year with the Secretary;

VICE PRESIDENT

The duties of the Vice President of the Club shall be to:

- Support and assist President;
- Attend and assist on registration day;
- Stand-in for president when required;
- Chair general and annual general meetings of the Club;

SECRETARY

The duties of the Secretary of the Club shall be to:

- Attend general meetings and annual general meeting of the Club;
- Take minutes and produce a finished copy for ratification at the next general meeting;
- Take minutes and produce a finished copy for the annual general meeting;
- Advise when there are motions on notice;
- Compile and issue the agendas for meetings;
- Attend registration days;
- Assist in dispute resolution along with other management committee members;
- Prepare and distribute a contact list of Committee members, their positions held, telephone numbers and email address;
- Distribute correspondence to appropriate members;
- Provide committee details to the publicity officer to update website;

- Maintain records of incoming and outgoing correspondence;
- Assist the President in organising all meetings;
- Be the appointed contact person for Hinterland District Netball Association Incorporated correspondence;
- Issue Hinterland District Netball Association Incorporated Sign up documentation to the appropriate Management Committee Members;
- Be responsible for Team nominations to Hinterland District Netball Association Incorporated at the start of each season;
- Compile the Club Team Sheets;
- Assist in Selection of trophies for the end of year presentation with the President.
- Notify Life Members of the annual general meeting and presentation day.
- Invite / Notify any sponsors of presentation day;
- Be responsible for completing Associations Incorporations Act documentation for the Queensland Government and liaise with the Treasurer to ensure that the financial records are audited to be forwarded along with the Associations Documentation.

TREASURER

The duties of the Treasurer of the Club shall be to:

- Oversee and maintain all the books, accounts and other financial records for the Club;
- Present a statement of receipts and expenditure to every Management Committee meeting and General Meeting of the Club;
- Attend all general meetings and Management Committee meetings;
- Be responsible for disputes/disciplines for the Club with other Members of the Management Committee;
- Be responsible for issuing cheques, petty cash, etc.;
- Collect all fees from members of the Club;
- Attend and assist on registration day;
- Decide with Members of the Management Committee the registration fees each year;
- Provide a report to the President prior to the annual general meeting and general meetings of the Club;
- Issue a yearly report at the end of the financial year for the annual general meeting

REGISTRAR

The duties of the Registrar for the Club shall be to:

- At the beginning of the year organise dates for registration with the Management Committee;
- Update registration forms and email to publicity officer to update put on website;
- Organise and attend registration day;
- Maintain and organise data base of registered players;
- Complete all registration paperwork;

- Provide copy of collated teams to Secretary ;
- Attend all general meetings and Management Committee meetings.

Annexure B

Duties of Non-Executive Committee Positions

DELEGATE TO HINTERLAND DISTRICT NETBALL ASSOCIATION INCORPORATED

The duties of the Delegate to Hinterland District Netball Association Incorporated for the Club shall be to:

- Attend all Hinterland District Netball Association Incorporated meetings;
- Report back to the Club regarding details discussed at meeting;
- Attend all general and committee meetings.

NET SET GO CONVENOR

The duties of the Net Set Go Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend and assist on registration day;
- Assist in the co-ordination of teams at the start of the year; • Communicate and liaise with the Net Set Go teams 10years and under;
- Communicate to Management Committee regarding any concerns, ideas with Net Set Go teams;
- Be responsible for notifying Net Set Go coaches and players of their teams;
- Assist with the end of year presentation.

JUNIOR CONVENOR

The duties of the Junior Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend and assist on registration day;
- Assist in compilation of teams at the start of the year;
- Assist at grading – 11 to 17 years;
- Communicate and liaise with junior teams (Under 11 – intermediates)
- Communicate to Management Committee regarding any concerns, ideas with junior teams;
- Be responsible in notifying and co-ordinating with junior coaches relevant information;
- Assist with the end of year presentation.

SENIOR CONVENOR

The duties of the Senior Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend and assist on registration day;
- Assist in the compilation of teams at the start of the year;

- Assist with team selections;
- Communicate and liaise with senior teams (Monday night teams);
- Communicate to Management Committee regarding any concerns, ideas with senior (Monday) teams;
- Be responsible in notifying and co-ordinating with junior coaches relevant information;
- Assist with the end of year presentation.

UMPIRES CONVENORS

The duties of the Umpires Convenor- Education and Training for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Co-ordinate umpire education program assisting umpires in training and advancement;
- Mentor “umpires in training”;
- Support and encourage all our umpires;
- Keep records of umpiring payments;
- Organise a roster for the Club to cover the required number of umpires for each game day;
- Provide a report to the president prior to the annual general meeting regarding Umpiring status.

The duties of the Umpire Convenor – Rostering for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Work collaboratively with the Umpire Convenor (education and training);
- Support and encourage all our umpires keep records of junior umpires;

UNIFORM CONVENOR

The duties of the Uniform Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend registration day;
- Co-ordinate sales and orders on registration day for sale;
- Take orders for uniforms;
- Organise the collection of uniforms from manufacturer;
- Organise and distribute uniforms to players;
- Uniforms payment must be paid prior to receiving uniform;
- Maintain stock Levels;

COACHING CONVENOR

The duties of the Coaching Convenor for the Club shall be to:

- Act as liaison between Hinterland District Netball Association Incorporated Coaches Convenor and our club coaches;

- Attend all general meetings and Management Committee meetings;
- Confirm that all coaches have a valid Blue card. Issue application forms to coaches;
- Advise coaches of when there are coaching clinic opportunities;
- Hold coaching clinics in-house to increase knowledge and skills for our coaches;
- Keep in contact with coaches to ensure they have support;
- Make sure all new coaches have a blue card;
- Assist in team selections and liaise with selection committee;
- If entire teams come over to club, arrange for a grading game. Before the end of season, advise Junior and Senior coaches of the need to select 2 player trophies for presentation (most improved player, best player, player's player etc.) and remind Net Set Go coaches all their players will receive a small trophy/medal.
- It is a club preference that all our coaches and managers hold a Blue Card.
- Advise all coaches and managers of Netball Qld memberships (includes insurance)

EQUIPMENT OFFICER

The duties of the Equipment Officer for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Collect all bags and equipment at the end the season and check condition of all equipment;
- Do a stock take of equipment at the beginning of season;
- Keep a record of all equipment owned by the Club;
- Discard any broken equipment;
- Obtain new equipment for the start of the year;
- Organise the team bags for the year;
- Arrange with the coaches for collection of bags.

COMMUNICATIONS OFFICER

The duties of the Publicity Officer for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Keep website update with current information about the Club;
- Ensure all correct details regarding Committee Members are updated;
- Advertise on website when is registration;
- Organise for all nova, junior and senior teams to be put on website;
- Contact appropriate persons when information comes through the club email;
- Upload when requested notices for our website and Social Media items from club members and committee;

EVENTS CO-ORDINATOR

The duties of the Events Co-ordinator for the Club shall be to:

- Attend all general meetings and Management Committee meetings;

• Assist with the end of year presentation (co-ordinate with Management Committee);
• Assist the President and Secretary in choosing trophies/medals for the end of year presentation;
• Organise upcoming events as decided at General Meetings for example coaching courses, fitness, drills and skills for players;
• Arrange any fundraising opportunities.
Organise club

COMMUNITY LIAISON OFFICER

Role

- To build positive relationships between Palm Beach Netball Club and the local community, encourages good sportsmanship on match days, and ensures off-court behaviour follows the codes of conduct.

Key Responsibilities

- Promote a positive and inclusive club culture among players, coaches, and spectators.
- Monitor sideline behaviour during match days to ensure adherence to association codes of conduct.
- Serve as a friendly point of contact for members, visitors, and external local groups.
- Help resolve minor off-court grievances or escalate serious concerns to the committee.
- Assist with community engagement events, school clinics, or member activities
- To MC all community Events

Skills & Attributes

- Approachable, calm, and positive communication style.
- Good understanding of fair play and association behavioural guidelines.
- Reliable and community-minded

CHILD SAFETY OFFICER

Role

- To lead the club's commitment to a safe, fair, and inclusive environment.
- To promote child safety policies, support screening compliance like Working with Children Checks (WWCC),
- To act as a trusted point of contact for wellbeing concerns.
- They will be the first confidential contact for all child safety related matters and will be the lead on all complaints received by PBNC.

Primary Purpose

- To guide the netball club or association in building a child-safe culture.
- To ensure compliance with state child protection legislation and netball safeguarding frameworks.

Key Responsibilities

- Policy Promotion: Distribute and promote child safety codes, policies, and procedures to coaches, umpires, players, and families.

- Compliance & Screening: Monitor and verify valid Working with Children Checks or criminal history screenings for volunteers, coaches, and staff.

- Education & Advice: Provide basic guidance and risk-management advice to the club committee regarding child safety.

- Point of Contact: Act as a confidential, approachable contact for members, parents, or children to raise safety or wellbeing concerns

- Reporting: Handle disclosures or suspicions of harm appropriately, following formal reporting guidelines and legal obligations.