



## POLICY – Netball Queensland

### Policy Number – 001 – Affiliation and Membership Policy

#### Document Control

#### Version Control

Date	Version	Details	Author
28 <sup>th</sup> July 2014	1	New	Liana Roccon
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13 <sup>th</sup> February 2018	7	Update	General Manager – Community & Sport Development

#### Approval

Delegation required for approval: *Chief Executive Officer*

Approving Officer:

Name: Catherine Clark

Position: Chief Executive Officer

Signature:

Date: 13<sup>th</sup> February 2018

A handwritten signature in black ink, appearing to read "Catherine Clark".

#### Purpose and Background

The purpose of this policy is to outline the requirements of affiliation and being a member of Netball Queensland and the procedures for Associations and Individuals Members applying for or renewing affiliation and membership with Queensland Netball Limited.

#### Applicability

The Chief Executive Officer and General Manager – Community and Sport Development are immediately responsible for implementation of this Policy.

This policy applies to Netball Queensland Affiliated Member Associations.

## **1. Benefits of Affiliation and Membership to Netball Queensland**

- 1.1 Netball Associations who affiliate with Netball Queensland have access to a wide range of services from grass roots and community level through to the elite level of netball.
- 1.2 Netball Queensland provides affiliates with:
- (i) Membership of Netball Australia, the recognised peak body for Netball in Australia and recognised member of the International Netball Federation;
  - (ii) the ability to contribute and influence the direction of the sport through voting on the election of Board Directors and other strategic matters as set out in the Constitution;
  - (iii) access to a range of sport governance and sport development support services as well as professional development, including advice on constitutional matters, policy templates, a member protection framework, operating procedures, and complaint management;
  - (iv) a cost effective and sport-specific insurance program;
  - (v) advocacy and representation of and for netball at local, State and Federal levels of Government;
  - (vi) a comprehensive and nationally recognised coach and umpire education program and accreditation pathway;
  - (vii) pathways for athletes, officials and coaches to further their netball pursuits along the high performance pathway;
  - (viii) access to a nationally compliant membership database system which facilitates self-registration; participant information management, competition management, communication tools, accreditation recording and learning resources.
  - (ix) Netball Queensland offers a range of competition structures from State League, Queensland Premier League and State Series Events through to regional, local and school competitions.
- 1.3 Netball Queensland will only provide access to services and programs for affiliated Associations. Therefore, any club, team or other organisation must be affiliated to their respective Association in order to access Netball Queensland services and programs.
- 1.4 All registered financial members of Netball Queensland will be covered for Personal Accident Insurance in accordance with the Netball Australia Personal Accident Policy and the eligibility terms and conditions stated in this policy.
- 1.5 Insurance coverage for Affiliated Associations and Association Members includes; Public Liability, Professional Indemnity, Personal Accident, Property Insurance (for Associations) and Association Liability – including Directors and Officers.

## **2. Association Affiliation**

- 2.1 The annual Association Affiliation period shall be from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.
- 2.2 Each Association must pay an Annual Membership fee prescribed by the Netball Queensland Board. Such fee must be paid by 31<sup>st</sup> March in each year.
- 2.3 The annual membership fee payable by each Association is calculated on the number of individual members registered with each Association the previous year and is set out in Schedule "A".
- 2.4 Each affiliated Association shall complete and submit the *Netball Queensland Affiliation Application Form* and provide copies of all documentation requested.
- 2.5 It is a requirement of an Association's affiliation that the Association register each and every individual member (players, coaches, umpires, managers, committee members and volunteers) of the Association in the Netball Queensland MyNetball membership database system.
- 2.6 If an affiliated Association offers services and participation opportunities for participants aged up to and including 10 years, it is a requirement of an Associations affiliation that they be registered as a NetSetGO Accredited Centre.
- 2.7 For Associations to be eligible for affiliation they must not have any old (> 60 days from date of invoice) outstanding fees owing to Netball Queensland to be considered for affiliation as at the affiliation date.
- 2.8 An Association which establishes, supports or allows another domestic based netball competition which is not affiliated with Netball Queensland, may have its affiliation application refused or, if affiliated, may have its membership suspended or face expulsion. In addition, those individual members of the Association may have their membership application refused or, if already accepted, may have their membership suspended or face expulsion.

## **3. Individual Membership Renewal**

- 3.1 In order to remain Members, Individual Members must:
- (i) Renew their membership with their respective Association annually by completing the approved Netball Queensland Individual Participant Online Registration Form through the Netball Queensland MyNetball membership database system.
  - (ii) Pay the annual fees prescribed by the Netball Queensland Board to Netball Queensland through their respective Association as set out in Schedule "B".

#### **4. Registration of Association Members**

- 4.1 It is the responsibility of every affiliated Member Association, and their affiliated Clubs to ensure every individual member is registered with Netball Queensland via the Netball Queensland MyNetball membership database system. Valid, accurate and complete data must be entered and maintained at all times, for each and every individual member, including players and non-players, into the Netball Queensland membership database system.
- 4.2 Affiliated Associations and Clubs must ensure each individual member is registered for the year into the Netball Queensland MyNetball membership database system by 1<sup>st</sup> April, subject to the following circumstances:
- (i) If an Association/Club competition starts prior to this date, all participants must be entered into the Netball Queensland MyNetball database system prior to participating in order to confirm registration and ensure participant insurance cover is active in the event of an injury taking place.
  - (ii) Registrations received by an Association after 1<sup>st</sup> April must be entered into the Netball Queensland MyNetball membership database system within 21 days of the Individual Member registering with the Club/Association and before the member plays in any competition game.
- 4.3 If the registration details of a member are not entered into the Netball Queensland MyNetball membership database system by the 1<sup>st</sup> April or in line with clause 4.2 of this policy, the individual will be deemed not to be a registered member of Netball Queensland and will not be covered by the Personal Accident insurance. The individual will not be able to make an injury claim against the Personal Accident Insurance.
- 4.4 A registered individual member who has participated in any Association/Club training, non-competitive or competitive netball matches or netball activities that falls within an Association &/or Netball Queensland's jurisdiction is not entitled to a refund of the capitation fee as charged to the Association.
- 4.5 Once a member registration has been entered in the Netball Queensland MyNetball membership database system, requests for membership de-registration and/or refund request must be sent to Netball Queensland for consideration.
- 4.6 Affiliated Associations/Clubs must update the Netball Queensland MyNetball membership database system of any change in the personal details of an Individual member within 21 days of being notified of a change. Valid, accurate and complete data must be maintained at all times in the Netball Queensland MyNetball membership database system.
- 4.7 After the 1<sup>st</sup> April each year, all players who are training with a netball team of an affiliated Association/Club with the intent of playing netball within a competition structure operated by an affiliated Association must be registered in the Netball Queensland MyNetball membership database system as per clause 4.2(ii).
- 4.8 Persons who are affiliated Association/Club office bearers, players, managers, coaches, or umpires must be a registered financial member by 1<sup>st</sup> April each year. If a person joins an Association/Club after 1<sup>st</sup> April, then the person must be a registered financial member before playing in, or officiating at, any competition game.

## **5. Payment of Membership Capitation Fees**

- 5.1 Netball Queensland will invoice Associations on a monthly basis, for the Association's registration of their members in the Netball Queensland MyNetball membership database system.
- 5.2 Associations are required to make payment in full of the invoice within 30 days of the invoice date.
- 5.3 Failure to make payment of the invoiced amount by the specified or agreed date will render the Association as non-financial with Netball Queensland. The consequences of this action will mean that the affected Association will not be permitted to participate in any Netball Queensland competition, until such time as the outstanding monies are paid in full and will put at risk any personal accident injury claims made by an individual member of that Association until monies are paid in full.
- 5.4 All Associations agree to Netball Queensland, or its authorised representative, randomly conducting an audit of its membership records and those of their Clubs to ascertain membership numbers, membership categories, accuracy of registration details and the person's financial registration status.
- 5.5 State Events / Competitions.
- (i) Participation in any State Event or Competition can only occur where the Association is affiliated with Netball Queensland and all the Association individual members are registered financial members of Netball Queensland.
  - (ii) Where an Association is affiliated with another Member Organisation, an entry to participate in State or State Age Championships can only be accepted on an invitational basis. The relevant team entry fee must be paid.

## **6. Secondary Registration**

- 6.1 Secondary registration is where a member is registered twice in the same year for a different Club and/or Association.
- 6.2 Once a player registration has been received by Netball Queensland no refunds will be made except where application is made in accordance with clause 4.5.
- 6.3 Only one annual fee is payable by a member to Netball Queensland in a calendar year
- 6.4 A playing member's primary registration will be based on the earliest dated registration form lodged by any Association. Subsequently this Association will incur the capitation fee for this playing member as prescribed in Schedule "B".

## **7. Trialling Members**

- 7.1 For the purpose of encouraging new participants to netball and embracing introductory netball programs, Netball Queensland will define a “trialling member” as a person who participates in any of the following events:
- Come and Try Days;
  - Queensland Firebirds Clinics;
  - Gala Days;
  - School Holiday Programs;
  - Inclusion Programs including culturally specific events, and
  - Any other event as determined by Netball Queensland
- 7.2 During such Netball Queensland sanctioned events participants will be notified that they are trialling members for the purposes of the event.
- 7.3 Trialling Members will be covered for Personal Accident Insurance under the Netball Queensland Insurance Policy, for the duration of the event they are participating in, provided details have been captured to include as a minimum: date of event, event venue, Association/Club delivering event, participants full name, date of birth, address and email or phone number.
- 7.4 It is the responsibility of the Association and/or Club to capture and record the details of all trialling participants to ensure accurate data for any claims that may occur as a result of the activities undertaken.

## 8. Schedule "A"

### 8.1 Association Affiliation Fee Schedule (based on previous year registration numbers)

(i)	Membership to 500 individual members	\$ 95.00
(ii)	Membership 501 to 1000 individual members	\$180.00
(iii)	Membership 1001 to 2000 individual members	\$270.00
(iv)	Membership 2001 and over individual members	\$310.00

**Note:** *All Association Affiliation fees are GST inclusive*

## 9. Schedule "B"

### 9.1 Definition of Individual Members

- (i) *Senior*  
Senior players, who have reached or will reach 18 years of age by December 31 in the year of play.
- (ii) *Junior*  
Junior players, who have reached or will reach between 11 and 17 years of age by December 31 in the year of play.
- (iii) *NetSetGO*  
Players who have reached or will reach up to 10 years of age by December 31 in the year of play.
- (iv) *Non Playing*  
Non Players are defined as any person acting in a capacity of a team coach, team manager, assistant coach, umpire, administrator, official and/or other person who is not already registered as a playing member of an Association.

### 9.2 Individual Membership Capitation Payment schedule – 2018

(i)	Senior	\$90.00
(ii)	Junior	\$90.00
(iii)	NetSetGO	\$77.00
(iv)	Non Playing	\$35.00

**Note:** *All Individual Member fees are GST inclusive*