



AFFILIATION AND MEMBERSHIP POLICY

**Adopted by NSW Netball Association Ltd Board Meeting on
13th December 2016**

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1. PURPOSE OF THIS POLICY

- 1.1 The purpose of this policy is to outline the requirements of affiliation and membership of Netball NSW and the procedures for Associations and Individual Members applying for or renewing affiliation and membership with New South Wales Netball Association Ltd.

2. BENEFITS OF AFFILIATION AND MEMBERSHIP

- 2.1 When an Association affiliates with Netball NSW it has the benefit of a wide range of services from grass roots level through to the elite level.
- (i) Providing support to the affiliated Associations and their officials.
 - (ii) Conducting accreditation courses and clinics for coaches and umpires throughout the state for the continued development of coaching and umpiring.
 - (iii) Providing pathways for those coaches and umpires to further their pursuits, by offering camps, update courses and seminars.
- 2.2 Netball NSW provides Associations with support by offering significant corporate support, management and governance structure, operating processes and procedures which will offer significant opportunities for growth of netball in each Association.
- 2.3 Netball NSW offers a wide range of competition structure from Regional State League, Inter-District through to Netball NSW State and State Age Championships.
- 2.4 Netball NSW will only provide access to services and programs for affiliated Associations. Therefore any club, team or other organisation must be affiliated with their respective Association in order to gain access to Netball NSW services and programs with the exception of the online Foundation Coaching Course which is available to non-members. Anyone who holds this accreditation and is coaching in an affiliated Netball NSW competition / event must be a registered financial member of Netball NSW.
- 2.5 Notwithstanding clause 2.4, Netball NSW will also provide access to those individuals teaching in educational institutions, approved Netball NSW higher education institutions and/or employees of Netball NSW delivering approved programs, who are participating in an accredited course approved by Netball NSW.
- 2.6 Additional membership categories may be implemented and the financial arrangements will be determined at the time of introduction of the product.
- 2.7 All registered financial members of Netball NSW will be covered for Personal Accident Insurance in accordance with the Netball Australia Personal Accident Policy and membership terms and conditions stated within this policy.
- 2.8 In accordance with the Netball NSW Insurance Policy, coaches and umpires will only be covered for Professional Indemnity insurance if they maintain a current accreditation in their respective disciplines.

3. ASSOCIATION AFFILIATION

- 3.1 Each Association must pay an *Association Affiliation Fee* prescribed by the Council. Such fee must be lodged by 1 March in each year.
- 3.2 The *Association Affiliation Fee* payable by each Association is calculated on the number of individual members registered with each Association and is set out in Schedule 'A'.
- 3.3 Each affiliated Association shall complete the *Application for Membership as an Affiliated Association Form*, signed by the Association representative and together lodge a current copy of their Constitution and annual financial statements for the previous financial year (to the extent provided by law in accordance with the Department of Fair Trading). Where Associations fail to submit the required documentation, the Association may be required to show cause as to why they should remain affiliated with Netball NSW. A financial penalty, as determined by the CEO, may also be applied by Netball NSW.
- 3.4 Where the Association has shown cause in accordance with clause 3.3 but has not satisfied the outstanding requirements by the subsequent years' affiliation date of 1 March, the Association will then be deemed "unaffiliated" (for the Association affiliation process only) with Netball NSW and clause 3.8 and 3.9 will apply.
- 3.5 It is a requirement of an Association's affiliation membership that the Association register each and every Individual Member of the Association.
- 3.6 An Association which establishes, supports or allows another domestic based netball competition which is not affiliated with Netball NSW 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.
- 3.7 Where an Association has:
- a. failed to comply with clause 3.1 or 3.5 of this policy;
 - b. failed to comply with clause 3.3 and furthermore has failed to show cause within a reasonable time frame;
 - c. failed to comply with clause 3.4; or
 - d. formally notified Netball NSW of their decision to not affiliate or cease their affiliation with Netball NSW, in accordance with clause 10.2 of the Netball NSW Constitution,
- Netball NSW will use its best endeavours to formally communicate their non-affiliation status to the Association.
- 3.8 With reference to non-affiliated Associations, Netball NSW will comply with clause 10.3 of the Netball NSW Constitution. Furthermore, any benefits stated in clause 2 of this policy will be revoked.
- 3.9 Where an Association is deemed to be not affiliated as per clause 3.7 above, Netball NSW will remove all access to administration users from the My Netball database.

4. INDIVIDUAL MEMBER RENEWAL

- 4.1 In order to remain Members, individual members must:
- (i) Renew their membership with their respective Association annually by completing the approved *Netball NSW Individual Participant Registration Form* held and managed by the Association or online registration equivalent.
 - (ii) Pay the annual fees prescribed by Council (if any) to Netball NSW through their respective Association as set out in schedule “B”.

5. REGISTRATION OF MEMBERS

- 5.1 Individual member registration details must be entered into the Netball NSW membership database system. Valid, accurate and complete data must be entered at all times, for each and every individual member, into the Netball NSW membership database system.
- 5.2 Clubs/Associations must ensure all individual members are registered within the Netball NSW membership database system, before the Association competition starts, or prior to the Individual Member commencing play. All players must be registered on the Netball NSW database system before any insurance claim will be processed.
- 5.3 Registrations received by an Association after the Association competition starts shall be entered into the Netball NSW membership database system within 21 days of the Individual Member registering with the Club/Association and before the member plays in any competition game.
- 5.4 A credit of the Netball NSW fee component may be issued for Individual Members by Netball NSW, up until 1 March in the same year. No membership refunds will be given where a member has made a Sports Injury Insurance claim during this period. Note: to make a valid insurance claim individuals must be a current financial member of Netball NSW. The decision of the refund application will be made by the CEO of Netball NSW.
- 5.5 If the registration details of an individual are not entered into the Netball NSW membership database system within 21 days of the individual registering with the Club/Association the individual will be deemed not to be a registered Individual Member of the New South Wales Netball Association Ltd and will not be covered by the Sports Injury Insurance. The individual will not be able to make a Sports Injury claim against the Sports Injury Insurance.
- 5.6 Once an Individual Member registration has been entered on the Netball NSW membership database system there are no membership refunds under any circumstances after 1 March. For other netball competitions (e.g. twilight competitions), a refund application request must be sent to Netball NSW for consideration. Membership refunds will not be given once the competition has commenced or where the member has made a Sports Injury Insurance claim.

- 5.7 Clubs/Associations must update the Netball NSW membership database system of any change in personal details of an Individual Member within 21 days of being notified of a change. Valid, accurate and complete data must be entered at all times into the Netball NSW membership database system.
- 5.8 Should a player who is training with a netball team be injured whilst in official team training prior to being entered on the Netball NSW membership database system, then the player must be registered on the Netball NSW database system for that calendar year before any insurance claim will be processed.
- 5.9 All players who are training with a netball team of an affiliated Club/Association with the intent of playing netball within a competition structure operated by an affiliated Club/Association must be registered in the Netball NSW membership database system as per clause 5.3.
- 5.10 Persons who are affiliated with a Club/Association in any capacity must be a registered financial member before participating in any Netball NSW or affiliated Club / Association activity.

6. PAYMENT OF MEMBERSHIP CAPITATION FEES

- 6.1 Netball NSW will invoice Associations monthly for the Association's registration of their members on the Netball NSW membership database system.
- 6.2 Associations are required to make payment in full of the invoice within 30 days of the invoice date.
- 6.3 Failure to make payment of the invoiced amount by the specified date will render the Association as unfinancial with Netball NSW. The consequences of this action will mean that the affected Association will not be permitted to participate in any Netball NSW competition, until such time as the outstanding monies are paid in full and will put at risk any Sports Injury claims made by an individual member of that Association until monies are paid in full.
- 6.4 All Associations agree to Netball NSW, 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.

7. SECONDARY REGISTRATION

- 7.1 Secondary registration is to provide clarity on the issue of secondary affiliations for regions/zone entries into Netball NSW State and State Age Championships, and other Netball NSW governed competitions.
- 7.2 Associations are to be advised that once a player registration has been forwarded to Netball NSW no refunds will be made under any circumstances except where application is made in accordance with 5.6.
- 7.3 Only one fee is payable by a player to Netball NSW.
- 7.4 Where a player appears on two (2) or more lists the primary registration will be with the Association to register the player first on the Netball NSW membership database system.
- 7.5 All Associations are advised where they utilize 'day' registrations it may not have insurance cover.
- 7.6 State and State Age Championships.
- (i) Full participation in any State or State Age Championship can only occur where the Association is affiliated with Netball NSW and all the Association members are registered financial members of Netball NSW.
 - (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.
- 7.7 Where a "border Association" chooses to affiliate and have full participation in any competition and/or have access to other Netball NSW services (with the exception of the schools program) they are required to affiliate and register all their members with Netball NSW.
- 7.8 A "border Association" is defined as any Association whose headquarters are located within 100kms of the nearest State border.

8. TRIALLING MEMBERS

- 8.1 For the purpose of encouraging new participants to netball and embracing introductory netball programs, Netball NSW will define a “trailing member” as a person who participates in any of the following events:
- Come and Try Days;
 - NSW Swifts Clinics;
 - Gala Days;
 - School Holiday Programs;
 - Inclusion Programs (including Oceania Cup and other culturally specific events); and
 - Any other event as determined by Netball NSW
- 8.2 During such NSW Netball Association sanctioned events, participants will be notified that they are trialling members for the purposes of the event.
- 8.3 Trialling Members will be covered for Personal Accident Insurance under the Netball NSW 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; Club/Association delivering event; participants full name, date of birth, address and email or phone number.

9. SCHEDULE A

9.1	Association Affiliation Fee Schedule	
	(i) Membership up to 1,000 individual members	\$55.00
	(ii) Membership 1,001 to 2,000 individual members	\$120.00
	(iii) Membership 2,001 and over	\$200.00

Note: *All Affiliation fees are GST inclusive.*

10. SCHEDULE B

10.1 Definitions of 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 Players*
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
- (v) *All Abilities*
All Abilities Players are defined as any person who holds a valid concession card for a disability pension. In the case of children under the age of 18 years who are defined within this category, it is permissible for the parent / guardian to hold the concession card on their behalf.

10.2 Individual Membership Payment Schedule

(i)	Senior	\$79.00
(ii)	Junior	\$60.00
(iii)	NetSetGo!	\$58.00
(v)	Non Player	\$41.00
(vi)	All Abilities	\$27.00

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