Association & Club Assistance Pack

Information pack for Administrators & Office Bearers of Netball NSW affiliated Associations & Clubs

Version V3.0 (December 2015)

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INTRODUCTION 5

NETBALL CENTRAL 6

NETBALL NSW CONTACT INFORMATION 6

2016 CALENDAR AT A GLANCE 7

1. CORPORATE SERVICES 8
   1.1. Terms of NNSW affiliation 8
   1.2. Membership fees 2016 8

2. SPORT DEVELOPMENT 13
   2.1. NetSetGO 13
   2.2. School clinics 15
   2.2. Schools Cup 16
   2.3. Community engagement 17
   2.4. Umpiring 18
   2.5. Coaching 26

3. HIGH PERFORMANCE 32
   3.1. Player development 32

4. NETBALL NSW COMPETITIONS 34

5. NSW SWIFTS MEMBERSHIP 37
   5.1. Membership benefits 37

6. NETBALL NSW RECOGNITION AWARDS 39

7. ASSOCIATION GOVERNANCE 40
   7.1. Incorporation 40

8. ASSOCIATION & CLUB MANAGEMENT 43

11-Dec-2015

Information may be subject to change, please ensure you have the latest copy downloaded from the website
8.1. Risk management obligations
8.2. Volunteers and volunteer management

9. MEMBER PROTECTION

9.1. The new Working with Children Check

10. INSURANCE

10.1. Obtaining a Certificate of Currency?

11. MARKETING

11.1. Let’s play netball
11.1. Social media
11.2. Sponsorship

12. FUNDING AND GRANTS

APPENDIX

Appendix A: Fair Trading
Appendix B: Willis Match Day Checklist
Appendix C: Willis Personal Accident Claim Form
Appendix D: Individual Participant Registration Form
Appendix E: MyNetball User Agreement
Appendix F: Setup guidance checklists
Appendix G: Financial duties guidance checklist
Introduction
This information pack has been developed to support new and existing Clubs and Associations affiliated with Netball NSW. The pack contains information on an extensive number of programs delivered by Netball NSW departments, useful information and resources by external organisations such as Fair Trading and Willis insurance and supporting documents are included as Appendix items.

Should you have any queries about the pack and its content please contact sgouveia@netballnsw.com.

Netball NSW introduction
From humble beginnings in 1929 when it had only a handful of players, Netball NSW has grown to become one of the largest independent sports organisations in this state.

Currently with 115,000 registered members, coaches, umpires and administrators playing and enjoying netball at all levels of performance in cities, suburbs and country towns in all corners of New South Wales, our sport continues to grow both on and off the court.

History shows that NSW is one of the most successful netballing states in Australia, claiming countless state titles and producing some of the best players in the country.

From local Club teams, to Association representative teams, from talent squads and Regional Academies of Sport, talented players are also offered pathways to continue their netball pursuits as they strive to represent New South Wales and Australia.

Netball NSW Mission Statement
Netball NSW will provide to the NSW community sporting leadership and partnership through netball education and training programs, an extensive range of competitions and national success. It will be achieved through professional management and support to all administrative levels involved with the game so that these entities are financially viable.
Netball Central

In February 2011 a re-elected Keneally Government invested $27 million to build a new state-of-the-art Netball Centre of Excellence based in NSW’s premier sporting precinct Sydney Olympic Park – the largest investment in netball in Australian history. This is not only the home of netball in NSW but a versatile building, lending itself to hosting a wide range of functions and events.

Netball Central includes:

- 4 full sized netball training courts with seating;
- an 800+ seat Show Court
- 350 seat secondary court
- Multiple state of the art function rooms with space for 10 - 160 people
- 6 team change rooms
- Fully catered café ‘The Huddle’
- The Centre for Sports Medicine
- Corporate and Events Catering – The Gema Group

Netball Central is the exclusive training venue for the NSW Swifts and also serves as head office for the NSW Netball Association Ltd.

All courts and function rooms can be booked for general usage via the Netball Central website http://www.netballcentral.net.au/ or by visiting in person.

Parking for Netball Central is in P3 car park and costs $5 per hour up to a maximum of $25 per day. Legitimate Netball Central casual hirers can access 3 hour validated parking at the reception desk on Level 3. Any patrons coming to Netball Central to support a State competition can purchase a venue entry season pass which will include their venue entry and parking validation for up to 3 hours.

**Netball NSW contact information**

Full contact details for staff can be located via the MyNetball website.

For general enquiries please contact reception on: 0299515000 / netballnsw@netballnsw.com

11-Dec-2015

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### 2016 Calendar at a glance


#### Important Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>8th Jan</td>
<td>Premier League team lists due</td>
</tr>
<tr>
<td></td>
<td>12th Feb</td>
<td>DOOLEYS Metro League entries close</td>
</tr>
<tr>
<td></td>
<td>20th Feb</td>
<td>Swifts Family Fun Day</td>
</tr>
<tr>
<td></td>
<td>20-21 Feb</td>
<td>Netball NSW Conference</td>
</tr>
<tr>
<td></td>
<td>18th Mar</td>
<td>State Masters entries close</td>
</tr>
<tr>
<td></td>
<td>18-20 Mar</td>
<td>ANZ Pre-season at Netball Central</td>
</tr>
<tr>
<td></td>
<td>2nd April</td>
<td>NNSW AGM and Council Meeting</td>
</tr>
<tr>
<td></td>
<td>3rd April</td>
<td>Swifts vs Vixens</td>
</tr>
<tr>
<td></td>
<td>8th April</td>
<td>State Championships entries close</td>
</tr>
<tr>
<td></td>
<td>9th April</td>
<td>Swifts vs Waikato/BOP Magic</td>
</tr>
<tr>
<td></td>
<td>17th April</td>
<td>Swifts vs Thunderbirds</td>
</tr>
<tr>
<td></td>
<td>6th May</td>
<td>State Age Championships entries close</td>
</tr>
<tr>
<td>February</td>
<td>22-23 Feb</td>
<td>Masters at Netball Central</td>
</tr>
<tr>
<td></td>
<td>29th May</td>
<td>Swifts vs Central Pulse</td>
</tr>
<tr>
<td></td>
<td>11th June</td>
<td>Swifts vs West Coast Fever</td>
</tr>
<tr>
<td></td>
<td>11-13 June</td>
<td>State Championships (Newcastle)</td>
</tr>
<tr>
<td></td>
<td>2nd July</td>
<td>Swifts vs Southern Steel</td>
</tr>
<tr>
<td></td>
<td>8th May</td>
<td>Swifts vs Central Pulse</td>
</tr>
<tr>
<td></td>
<td>21-22 May</td>
<td>Masters at Netball Central</td>
</tr>
<tr>
<td></td>
<td>29th May</td>
<td>Swifts vs Central Pulse</td>
</tr>
<tr>
<td></td>
<td>11th June</td>
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</tr>
<tr>
<td></td>
<td>11-13 June</td>
<td>State Championships (Newcastle)</td>
</tr>
<tr>
<td></td>
<td>2nd July</td>
<td>Swifts vs Southern Steel</td>
</tr>
<tr>
<td></td>
<td>2-4 July</td>
<td>State Age Championships</td>
</tr>
<tr>
<td></td>
<td>12th Aug</td>
<td>NID entries close</td>
</tr>
<tr>
<td></td>
<td>26th Aug</td>
<td>Social Masters entries close</td>
</tr>
<tr>
<td></td>
<td>24-25 Sept</td>
<td>State Cup at Netball Central</td>
</tr>
<tr>
<td></td>
<td>22-23 Oct</td>
<td>Social Masters (Wyong)</td>
</tr>
<tr>
<td></td>
<td>5th Nov</td>
<td>NNSW Council Meeting</td>
</tr>
</tbody>
</table>

Note: Regional State League dates vary. Please contact your Regional Coordinator for confirmation.

For the full Swifts fixture visit [www.nswswifts.com.au](http://www.nswswifts.com.au)
1. Corporate Services

1.1. Terms of NNSW affiliation

Each year the Association is affiliated, you will need to complete the affiliation application form online and pay the affiliation fee as invoiced as per conditions of the Affiliation and Membership policy. Failure to do so may result in the disaffiliation of your Association.

Association task checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Further info</th>
<th>By date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 2016 Application for Membership as an Association online</td>
<td>Form</td>
<td>1st April</td>
</tr>
</tbody>
</table>
| Pay Affiliation Fee (Netball NSW will invoice for this) | Membership up to 1000 members = $55.00  
Membership 1001 to 2000 members = $110.00  
Membership over 2000 members = $165.00 | 1st April |
| Register all office bearers, delegates, managers and coaches on MyNetball | See Affiliation and Membership Policy for further details | 1st April |
| Send copies of updated Constitution and by-laws to NNSW (if applicable) | A copy of the NNSW Constitution Template for Associations can be found here | As part of the affiliation application and within 28 days of amendments |
| Ensure Fair Trading documentation is up to date | Fair trading website will contain forms and details | Each year |
| Quality Management Program | Further details will be released about the Bronze level Quality Management Program in 2016 | |
| Register all participants on MyNetball, the national registration database | Association or Club | All players and officials for your main competition by 1st April and no later than 1st November |

1.2. Membership fees 2016

The table below shows the membership fees for 2016 (subject to approval at the Netball NSW Council meeting in November)

<table>
<thead>
<tr>
<th>Ages 2016 fee (includes Netball Australia)</th>
<th>NetSetGo 2016 fee</th>
<th>Junior 2016 fee</th>
<th>Senior 2016 fee</th>
<th>All Abilities 2016 fee</th>
<th>Non-player 2016 fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-10</td>
<td>$45.45</td>
<td>$52.30</td>
<td>$69.22</td>
<td>$23.59</td>
<td>$35.49</td>
</tr>
<tr>
<td>11-17</td>
<td>$57.53</td>
<td>$69.22</td>
<td>$25.95</td>
<td>$39.04</td>
<td></td>
</tr>
<tr>
<td>18+</td>
<td>$69.22</td>
<td>$25.95</td>
<td>$39.04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Participants are registered for the membership category relating to the age they will turn that year e.g. if you register someone in April who will be 18 in September, they should be registered as a senior. Fees are voted on at each November Council meeting.

Registering members

Can we send in a cheque for registrations if we know how many we are paying for?

Netball NSW will issue you a tax invoice, whereby you can pay by cheque, money order or credit card.

What is the invoicing process?

We will invoice you on April 1st for registrations to date, then monthly thereafter based on the members count report in MyNetball, the online registration database.

Are we able to receive a refund for any registrations?

As per the Netball NSW Affiliation and Membership Policy section 5.6 which can be found on the website here, we are unable to deregister / refund membership fees after 31 March each year. Netball NSW need to maintain consistency and follow the policy in order to deliver an equal service to all members.

What is the process should someone be registered for a wrong membership type?

Change of a membership type is processed by Netball NSW after March 31 upon receipt of an email from your registrar or secretary with the member’s details advising of the change immediately after they have been registered. Changes will not be made if notification is received after a prolonged period of time.

If a member plays with another association and has paid their Netball NSW fee, do they need to pay again with your association?

A member should only pay one Netball NSW fee regardless of how many associations they play with. MyNetball will register and charge a fee to the association that registers their member first. You will need to register your player as a “secondary” member by applying for a Transfer. Your association will not be charged a Netball NSW fee.

When will players need to be registered on the online registration system?

As per the Netball NSW Membership and Affiliation Policy Clause 5.3 to be considered financial, participants will need to be registered on the online system within 21 days of registering with the Club or Association. If you have set up self-registration you will not need to complete the paper registration form.

Are our members covered by insurance?

All registered members of Netball NSW are covered by insurance under the Netball NSW Insurance Policy provided they have been registered on the national database within 21 days of registering with the Club/Association and the member is registered on the database prior to taking the court. For more information on insurance please refer to the insurance section and for registration requirements, refer to the Netball NSW Affiliation and Membership Policy which can be downloaded from the Netball NSW website.

11-Dec-2015

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What is MyNetball?

MyNetball is managed by Netball Australia in partnership with its State and Territory Member Organisations. MyNetball is an online tool that allows netball members to access and update personal information, sign up to newsletters, receive member benefits and access information about their netball competitions.

From players, to umpires and coaches, committees and fans, MyNetball will give everyone the tools they need to maximise their netball experience by giving you greater control.

Features of MyNetball

- Less administration. Associations and clubs can assign tasks to clubs and members, such as entering results and nominating teams for competitions. Members can maintain their own information allowing for a more manageable workload.
- Individuals can register and pay their fees online.
- More flexible and intuitive competition management
• Greater access to results and fixtures through websites and mobile devices such as phones and tablets.

• Enhanced email and EDM communications, with delivery statistics and list management.
• Automated umpire scheduling, with email notifications.
• People management, record the details of everyone involved in netball and assign them a role.
• Visual reporting

• Increased control over the look and information on your websites.
Further information

How do I get my login details?

In order to get your MyNetball login details set up you will need to complete a User Agreement signed by an Association representative and return this back to Netball NSW. New users will receive an automated email from ResultsVault with your Login ID and Password.

Help Options

There are a number of online help resources within MyNetball:

- A 'Help on This Topic' function is available at the top of each page MyNetball page or alternatively choose one of the options below

11-Dec-2015
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2. Sport Development

2.1. NetSetGO

ANZ NetSetGO is Netball Australia’s only junior entry netball program. It has been developed to provide children from the age of 5 to 10 years with the best possible learning and playing experience to develop a positive introduction to netball, ensuring enjoyment and continued participation within the sport. In 2016 all Netball NSW affiliated Associations and Clubs will be an accredited NetSetGO Centre and will need to renew their application each year.

Why modified sport?

The needs and abilities of children are different from that of adults. NetSetGO is modified to provide the following benefits:

- Game based activities that resemble the game of netball
- Is safe to play and yet still challenging
- Provides players with skills that help them progress to the game of netball
- Reduces excessive demand placed on children by using modified equipment and rules
- Emphasis on fun, participation and skill development
- Reduce likelihood of domination by physically stronger or early maturing children

“Children playing adult rules is like an adult playing netball with a 2kg medicine ball, shooting at 12ft goal posts and only having 2 seconds to pass the ball.”
**Centre co-ordinator**
Each accredited NetSetGO Centre must appoint a Centre Coordinator. The Centre Coordinator is the link between Netball NSW and the NetSetGO Centre and is responsible for the administration and management of the program. It is vital as Centre Coordinator that all information provided by Netball NSW is passed onto all involved in NetSetGO at your centre.

**Centre benefits**
Each new accredited NetSetGO Centre will be provided with a free equipment kit to assist with the delivery of NetSetGO which will be delivered with the first order of participant packs.

NetSetGO resources will include session plans, coaching resources, centre coordinators manual, editable promotional posters and administrative templates and will be available online via the Netball NSW website.

**Membership category**
In NSW all 5-10 year olds will be recognised as NetSetGO members with a capitation fee of $50.00. There is no additional program fee implemented by Netball NSW for 2016 and the fee includes the participant pack.

**Participant pack**
The NetSetGo participant pack will include:

- A Gilbert netball
- ANZ NetSetGO t-shirt
- NSW Swifts wristband
- A medal for participation

**Order summary**
As part of the registration process, Clubs/Associations will need to collect the t-shirt sizes of all registered members between the ages of 5-10 years in order to distribute the correct pack to each child. Reports are available on MyNetball for download.

**NetSetGO Dance**
As part of a review conducted in 2012, Netball Australia, in partnership with the Australian Sports Commission, found that girls aged 5-9 years old are inclined to participate in dance related activities. As a result, Netball Australia has developed the ANZ NetSetGO Dance DVD and resources as a step towards ensuring that children across the country are keen to participate in netball.

With warm ups, dance routines, games and music there is a huge range of activities for your centre to incorporate into sessions. The dance activities, which have been designed with netball related skills in mind, are a great way to develop a range of fundamental motor skills that are used in netball. This includes twisting, turning, bending, leaping, dodging, skipping and sliding. The NetSetGO dance is available to view on the NetSetGO website.

**Contact information**
For further information visit Netball NSW website or please contact Ella Durheim on 02 9951 5001 / netsetgo@netballnsw.com.

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## 2.2. School clinics

Netball NSW School Clinic Options:

<table>
<thead>
<tr>
<th>Program</th>
<th>Year Levels</th>
<th>Length</th>
<th>Cost</th>
<th>Student Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netball NSW School Clinic Program</td>
<td>K-Year 12</td>
<td>5 Weeks 1 Hour Session</td>
<td>$25 per student = $5 per child per week</td>
<td>Cost is inclusive of the following: Qualified coach Giveaways such as: Drink bottle Drawstring bag Tattoo/sticker set</td>
</tr>
<tr>
<td></td>
<td>K-Year 12</td>
<td>School Term 1 Hour Session</td>
<td>$40 per student = $4.5 per student per week based on an average 9 week term</td>
<td>Cost is inclusive of the following: Qualified coach Giveaways such as: Drink bottle Drawstring bag Tattoo/sticker set</td>
</tr>
<tr>
<td>Netball NSW School Clinic</td>
<td>K-Year 12</td>
<td>1 Hour Session</td>
<td>$5 per student</td>
<td>Qualified coach Small giveaway</td>
</tr>
<tr>
<td>Netball NSW Introductory Clinic</td>
<td>K-Year 12</td>
<td>1/2 Day or 1 Hour Session</td>
<td>Nil</td>
<td>Qualified coach Information on local Netball Association</td>
</tr>
</tbody>
</table>

For schools wanting to Request a Clinic they can register interest by completing the [School Clinic Booking Form](#) online at least four weeks prior to the scheduled start date.
2.2. Schools Cup

The Netball NSW Schools Cup is an initiative by Netball NSW to provide New South Wales primary and secondary school students with the opportunity to enjoy netball in a fun and safe environment. The Schools Cup is available to male and female students from public, independent and Catholic systems in Years Five, Six, Seven and Eight.

School teams compete in round robin carnivals in their local area called “Schools Cup Local Days” from March – August, with overall winners from each “Local Day” progressing to a Schools Cup “Regional Final”.

Victorious teams from Regional Finals will advance to the Netball NSW Schools Cup State Final, to be held at Netball Central, Sydney Olympic Park.

The results of the 2015 Schools Cup State Final can be viewed here.

Netball NSW Schools Cup 2016

*Competition:* Teams can select either Intermediate or Advanced experience level and will be allocated in pools based on this. Scores will be kept and placings will be recorded. Teams will progress through to the finals days based on their placing.

*Non-competition:* To give more students the opportunity to experience the fun of Netball, each Schools Cup Local Day will host a “Non-Competitive” Division. Similar to a Gala Day, entered teams will play a series of round robin games where the emphasis is on fun and fitness, not results. Teams participating in this Division do not progress to the Regional Day. Scores will be kept but no ladder or placings will be recorded. This category is designed for beginner teams.

For information regarding Netball NSW Schools Cup please visit the website.
2.3. Community engagement

Netball NSW is committed to providing equal opportunities to players, coaches, umpires and officials of all abilities. Netball NSW will be working with Associations on becoming inclusive over the coming years, linking with community organisations, disability support groups and government resources.

**DISABILITY**

Netball NSW is committed to assisting associations in being inclusive. Programs to engage the Indigenous community are a great opportunity for Associations to engage a wider portion of the population, increase the number of members and volunteers and use facilities that may be under-utilised.

**INDIGENOUS**

Netball NSW is committed to assisting Associations in being inclusive and recognises we are a nation of diverse cultures and beliefs and that netball can play a pivotal role in developing tolerant, cohesive communities.

**MULTICULTURAL**


11-Dec-2015

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2.4. Umpiring

The role of Netball NSW umpiring personnel

Netball NSW Umpiring Personnel are responsible for the administration, implementation and coordination of the various programs within the Netball NSW umpiring system. The Umpiring Department consists of an Umpire and Officials Coordinator and Volunteer Workforce Manager.

The Netball NSW Umpiring personnel coordinate the following activities and programs:

- Section 2 Theory examinations
- Scheduling of Level 2 & Rules in Action Accreditation Courses
- Staffing of Accreditation Courses
- Development programs
- Education programs
- Allocation of umpires to State competitions
- Regional programs
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### Badging

The accreditation system leads to practical assessment in a 4-tiered system of badges, namely C, B and A and the highest award, the AA (All Australia Award). In practical testing no age restrictions apply to candidates for any level.

The practical badging system within Netball NSW is a national system and therefore follows the national requirements which can only be set and/or amended by UMEC (Umpire Management & Education Committee) at Netball Australia.

### C Badge

Candidates for ‘C’ Badges should possess control, reasonably umpire the minor infringements, penalise all obvious contacts and obstruction and display knowledge of the Advantage Rule.
B Badge
Candidates for ‘B’ Badges should show understanding of the finer points of:

- procedures
- control of general infringements
- terminology
- interpretations of rules
- legal and illegal body movements
- positioning
- application of the Advantage Rule

A Badge
Candidates for ‘A’ Badges should show understanding of the finer points of:

- procedures and protocols
- control of general infringements
- terminology
- interpretations of the rules
- reading play
- positioning
- extensive, but common sense application of the Advantage Rule
- maintaining concentration throughout the game
- recognising the intention of a player’s action
- consistency

AA Badge
This is a badge of excellence where professionalism, accuracy of decisions, reaction time between infringements and decisions, levels of communication and umpiring techniques are all given the closest possible scrutiny. When an umpire reaches those standards they are awarded the All Australia Badge, which requires endorsement every four years.

Badging pre-requisites
Prior to testing, candidates must complete the following criteria:

11-Dec-2015

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<table>
<thead>
<tr>
<th>PRE-REQUISITES</th>
<th>PATHWAYS</th>
<th>ASSESSMENT</th>
<th>QUALIFICATIONS (refer to KPIs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participating in Rules Discussion workshops</td>
<td>Section 1 70-79%</td>
<td>Local Game (4 X 15 minutes quarters)</td>
</tr>
<tr>
<td>Level I Course</td>
<td>Attending Rules in Action course(s)</td>
<td>Section 1 80-89%</td>
<td>Local Game (4 X 15 minutes quarters)</td>
</tr>
<tr>
<td>Rules In Action (2 Parts) + Level II Course</td>
<td>Mentoring</td>
<td>Section 1 90-100%</td>
<td>State League Game (4 x 15 min quarters)</td>
</tr>
<tr>
<td></td>
<td>Practice Umpiring at appropriate level</td>
<td>Section 2 90-100%</td>
<td>2 quarters of 2 State League games in one of the following MOs - NSW; SA; VIC 1 game at Highest Level of Competition in the Country</td>
</tr>
<tr>
<td></td>
<td>Attend Umpire Development Programmes</td>
<td>International Umpire Theory Examination</td>
<td>Highest Level of Competition in the Country with International Experience</td>
</tr>
<tr>
<td></td>
<td>Self Reflection</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Individual Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Screening for AA Introductory Level Officiating General Principles course (available online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Level Officiating General Principles</td>
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</tbody>
</table>

**Badging panels**

A Badging Panel has set guidelines, including the following:

- An umpire who has been umpiring at any badge level for two (2) years is qualified to test at that badge level and may apply for the appropriate Tester Certificate.

11-Dec-2015

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• It is preferred that an umpire wishing to test is initially appointed to one (1) or two (2) games as a cadet with a senior mentor.
• Testers Certificates (C and B) will be forwarded by the Member Organisation upon written request. Testers Certificates (A) will be forwarded by Netball Australia upon written request.
• The Panel to test for AA will be 3 members of the nationally appointed Testing and Endorsement panel.
• AA and A badged umpires may act as mentors on C Testing Panels in addition to the required testing panel as outlined in Figure 8 below.
• If the appropriate testing panel composition cannot be achieved when arranging a test and an umpire would be disadvantaged, application may be made by the relevant Member Organisation to Netball Australia for consideration.
• Testers must use the official Netball Australia Umpire Test Report (Appendix 5) for all testing under the national system.

The composition of Badging Panels is as follows:

<table>
<thead>
<tr>
<th>AA</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Members of the National Testing and Endorsement Panel</td>
<td>2 A &amp; 1 AA/IUA</td>
<td>2 B &amp; 1 of any badge level above (A or AA/IUA)</td>
<td>1 C &amp; 1 A OR 1 B.</td>
</tr>
</tbody>
</table>

All testers must have held their badge for two years before testing. Testers may have a higher badge than those shown above.

Netball NSW camps

Netball NSW conducts umpires camps each year for umpires who wish to broaden their knowledge or update their skills. The Netball NSW Umpire & Officials Development Coordinator will circulate all details to the districts.

The camps are generally two days duration and include lectures, discussions, fitness drills and assessments as well as practical coaching. Programs are designed to suit the level of participant; however, it is usual for common themes to exist.

The Rookies Camp

The Rookies Camp is designed for umpires who have recently obtained their National C Badge. This Camp is a gentle introduction to the camp system and provides participants with the opportunity to meet other newly badged umpires. Participants are involved in sessions relating to rules, drills and the pathways available to umpires.

The C Camp

The C Grade Camp is similar to the Rookies Camp, but for more experienced C Badge umpires. Speakers address the participants on topics such as nutrition, fitness, vision, motivation, etc.
The B Camp

The B Grade Camp is designed for all National B Badge umpires wishing to broaden or update their umpiring skills. Speakers address the camp on similar topics to those of the C grade camp. The B Camp comprises a more intense practical coaching component with emphasis on positioning, vision and interpretations of contact/contest and obstruction.

The A Camp

The A Grade Camp is designed for all National A Badge umpires wishing to maintain and improve theory knowledge and/or practical skills and for those wishing to move to AA Badge level. Speakers address the camp on topics such as presentation skills, coaching of umpires, etc. Components emphasise areas such as interpretation, recognition, application of the rules, procedures and protocols, etc.

The Umpires Convenors Conference

The Convenors Conference is for all District Convenors and their committees who wish to be informed of the numerous State and National programs, procedures and rules. The conference is an opportunity for participants to gather information and share experiences with others or gain ideas or assistance from other Convenors and the Netball NSW Umpiring Personnel.

Speakers are invited to address the participants on topics such as motivation, pathways for umpires, presentation skills, testing guidelines, coaching umpires and beginner programs. The duration of the camp is usually one day, but this may vary from year to year depending on the agenda.

Regional programs

The Regional Programs are offered to Regional Associations and are conducted by Netball NSW. Appropriate personnel will be appointed by Netball NSW Umpire and Officials Development Coordinator to each visit to ensure that the information is disseminated consistently and to provide a uniform coaching perspective.

National accreditation courses

<table>
<thead>
<tr>
<th>Section 1 theory exam</th>
<th>Now online and further information can be found on our website under Umpiring and Officiating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2 theory exam</td>
<td>This paper is more challenging than the Section 1 Theory exam and poses more complex questions requiring detailed responses to specific umpiring situation. A pass mark of 90% is a prerequisite for the All Australia Umpires Award</td>
</tr>
<tr>
<td>Level 1 umpires course (online)</td>
<td>Now online and further information can be found on our website under Umpiring and Officiating</td>
</tr>
<tr>
<td>Level 2 umpires course</td>
<td>This course is a prerequisite for obtaining a National A badge and All Australia Umpires Award. This course is an eight hour course with a practical component.</td>
</tr>
</tbody>
</table>

11-Dec-2015

*Information may be subject to change, please ensure you have the latest copy downloaded from the website*
Everyone must participate in all components to pass this course.

Rules in Action
This course is a prerequisite for obtaining a National A badge and All Australia Umpires Award. This is a four hour course. The course is designed to walk through all rules and place them in action from the beginning of a game to the end of a game.

2.5. Coaching

National Coach Accreditation Framework

The National Coaching Accreditation Framework consists of six tiers with each tier building on the previous. This system assists coaches to move through the framework with ease and provides training to the large numbers of coaches who are actively involved in netball. Coaches are encouraged to progress along the coaching accreditation pathway at their own pace and to find a level of accreditation that suits their coaching style and the level of player they enjoy coaching.

From 2016, the Foundation Coaching Course will be delivered online. The Development and Intermediate Coaching Courses are hosted by District Associations and Clubs upon application with the Advanced Coaching Courses hosted by Netball NSW annually at Netball Central.

Coaching Courses

Foundation Coaching Course

Target group
The online Foundation Coach Accreditation Course is targeted primarily at beginner coaches, teachers, parents and NetSetGO coaches and outlines introductory coaching information and basic netball techniques. The Course is the first step in the national coaching accreditation framework and is an important step along the knowledge pathway for a coach.

Course duration
The Foundation course has two components; an online Community Coaching General Principles course (CCGP) and a Netball Australia Foundation Coaching Course. Participants can learn in a self-paced environment at a time and place that individually suits them. Access to this course is all year round, any time of the day or night. Combined, these courses will take approximately eight hours to complete.

Course pre-requisites
- Participants must be at least 14 years of age
- Completion of the Australian Sports Commission (ASC) Community Coaching General Principles. This is an online course and free of charge, covering the theory components of the course and is accessible via the MyNetball E-Learning portal

11-Dec-2015
Information may be subject to change, please ensure you have the latest copy downloaded from the website
Course cost
The Course will cost participants $50.00 (inclusive of GST) to enroll in, regardless of their location around NSW. All payments will be managed online through a secure gateway.

Foundation re-accreditation
Netball Australia Coaching Accreditation is valid for 4 years. The period commences when the online Foundation Coach Accreditation course has been completed at which point the Netball Australia Certificate of Accreditation is issued. To retain Foundation Coaching Accreditation status coaches must:
- Complete another Foundation Coaching Course within four years OR
- Complete the Development Coaching Course within four years OR
- Achieve 20 hours of updating activity over a four-year period (one hour is equivalent to one point). Please refer to the Netball Australia Coaching Update Logbook for further details.

Development Coaching Course

Target group
This course is designed to enhance the knowledge of coaches who are coaching at Club, Association and Regional level.

Course duration
The Development course is a standalone 7 hour course with both theory and practical components.

Course pre-requisites
- Participants must be at least 15 years of age
- Participants must be registered members of their local State/Territory Netball Association prior to accreditation being granted, to ensure adequate insurance cover.
- Completion of a Netball Australia Foundation Coaching Course
- Current Section 1 Umpire Theory Examination pass (70% or above)
- Coaches must have had at least one (1) year/season coaching experience after completion of the Netball Australia Foundation Coaching Course.

Course cost
The course costs $130.00 per person; this includes course presentation and all required materials.

Development re-accreditation
Netball Australia Coaching Accreditation is valid for four (4) years. The period commences when a Netball Australia Certificate of Accreditation is issued. To retain Development Coaching Accreditation status coaches must:
- Complete another Development Coaching Course within four years OR
- Complete the Intermediate Coaching Course within four years OR
- Achieve 40 points of updating activity over a four-year period (one point is equivalent to one hour). Please refer to the Netball Australia Coaching Update Logbook for further details.

Intermediate Coaching Course

Target group
The course is designed to enhance the knowledge of coaches who are coaching at Representative, Talent Identification and State League level. There are opportunities to be mentored throughout the course and beyond.

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Information may be subject to change, please ensure you have the latest copy downloaded from the website
Course duration
It is a standalone eight hour course.

Course pre-requisites
- Participants must be at least 16 years of age
- Participants must be registered members of their local State/Territory Netball Association prior to accreditation being granted, to ensure adequate insurance cover.
- Completion of a Netball Australia Development Coaching Course
- Coaches must have had at least one (1) year/season coaching experience after completion of the Netball Australia Development Coaching Course.

Course cost
The cost of the course is $130.00 per person. This includes course presentation and all required materials.

Course enrolment
Coaches wishing to enrol in the Intermediate Coaching Course are to check the Netball NSW website calendar for a suitable course date. Netball NSW highly recommends the Intermediate General Principles Coaching (IGCP’s) course as valued continued coach education and encourages your completion for personal development. However moving forward, Netball Australia in conjunction with the Australian Sports Commission, has removed the IGCP’s as a prerequisite for the Intermediate Coaching Course (ICC) therefore coaches are no longer required to complete/enrol in the IGCP and no longer, as previously advised, required to return the completion certificate for accreditation purposes.

Intermediate re-accreditation
Netball Australia Coaching Accreditation is valid for 4 years. The period starts when a Netball Australia Certificate of Accreditation is issued. To retain Intermediate Coaching Accreditation status coaches must:
- Complete another Intermediate Coaching Course within four years OR
- Complete the Advanced Coaching Course within four years OR
- Achieve 60 points of updating activity over a four-year period (one point is equivalent to one hour). Please refer to the Netball Australia Coaching Update Logbook for further details.

Advanced Coaching Course

Target group
The course is designed to enhance the knowledge of coaches who are coaching at Representative, Talent Identification and State League level.

Course duration
The course is conducted over two weekends and one evening, 36 hours in duration.

Course pre-requisites
- Participants must be at least 17 years of age
- Participants must be registered members of their local State/Territory Netball Association prior to accreditation being granted, to ensure adequate insurance cover.
- 2 years coaching at a minimum level of Representative 15/U
- Submit 2 session plans to a mentor, using the seven step progression, to review.
- Coaches must have had at least one year/season coaching experience after completion of a Netball Australia Intermediate Coaching Course.

**Course enrolment**
Coaches wishing to enrol in the Advanced Coaching Course are to check the Netball NSW website calendar for the course date. Coaches are required to send a copy of the two session plans approved by their mentor and the pre-requisite for the Advanced Course form, from the Intermediate course participant manual, into the Netball NSW Office along with a contact email address.

Upon mentor confirmation, Netball NSW will provide enrolment and payment details. Once registered, Netball NSW will confirm registration in the course.

**Course cost**
The cost of the course is $350.00 per person. This includes course presentation and all required materials.

**Advanced re-accreditation**
Netball Australia Coaching Accreditation is valid for 4 years. The period starts when a Netball Australia Certificate of Accreditation is issued.

To retain Intermediate Coaching Accreditation status coaches must:
- Complete another Intermediate Coaching Course within four years OR
- Complete the Advanced Coaching Course within four years OR
- Achieve 60 points of updating activity over a four-year period (one point is equivalent to one hour). Please refer to the Netball Australia Coaching Update Logbook for further details.

**High Performance Coaching Course**
The High Performance Course reflects the changing requirements of coaching in the high performance environment. If any coaches have any questions in regards to the High Performance course please direct them to contact Netball NSW Coaching Personnel.

**Elite Coaching Course**
Netball Australia has recently reviewed its role in the delivery of the Elite Course and it has determined that the current system for managing the Elite Coaching Accreditation is not efficient and that the management of this accreditation would be better placed with the State & Territory body.

The Elite Course is designed for coaches of state league and state teams and is modular based with alternative delivery methods to provide professional development for our elite coaches.

Please refer to Netball NSW calendar or contact Netball NSW Coaching Personnel.

**E-Learning**
Coaches at all levels will be supported by a new free electronic resource, Coaching Our Way, launched by Netball Australia in April 2015 following the release of the national coaching strategy. The resource has been developed to provide support to the Coaching Blueprint and Coach Approach strategy which aims to support netball participation, and ensure that the coaching community is empowered and well supported. Coaching Our Way – Player Centred is an interactive coach learning tool, designed to give coaches education on the player centred coaching philosophy and how they can implement it with their playing group.

The free tool delivers an exciting and engaging learning opportunity for coaches and identifies a best practice approach to contemporary coaching methods. The free resource includes four modules of interactive content.

Information may be subject to change, please ensure you have the latest copy downloaded from the website.
learning designed to get coaches thinking about how to apply the principles of player centred coaching with their unique playing group. A coach journal tool allows coaches to make notes of their learning and strategies for implementation, along with downloadable PDF's and surveys. A certificate of recognition will be issued upon completion of all four modules. Coaches will be required to register and log into MyNetball to access the free coaching resource.

**Updating coaching accreditations**

**What is updating?**
Updating involves coaches completing various tasks in the four-year period following the successful completion of a Netball Australia accredited coaching course. Netball Australia recommends that all coaches who become accredited continue to upgrade their knowledge through updating.

**Why update?**
Updating activities provide an opportunity for coaches to:
- **Keep up with the latest information on developments within Netball**
- **Receive the latest in general and specific safety information for Netball**
- **Have the most up-to-date techniques and coaching methods for Netball**

**How to update?**
When a coach successfully completes a Netball Australia Coaching Accreditation course, they will be able to access and download the on-line Netball Australia Coaching Accreditation log book. Coaches have four years in which to complete their updating requirements. By attending any of the updating activities listed in this document a coach is able to earn points towards completing the updating requirements associated with their current level of accreditation.

**Re-accreditation – How do I do it?**
When it gets close to the expiry date for re-accreditation each accredited coach within your District Association will need to send the Netball NSW Coach Development Coordinator the following to successfully complete the process of re-accreditation on their behalf:
- ✔ Completed log book via email or mail
- ✔ Any notification of change of address

**How to use the log book**
The Log Book is a means for the coach to record and have verified updating activities that they have attended. The coach may wish to use the log book as evidence of experience and on-going education when you apply for a new coaching position. When the coach attends an approved updating activity they should complete their log book as shown below:
- ✔ State date of attendance
- ✔ Record the activity
- ✔ Give details of location
- ✔ Record time commitment
- ✔ Obtain signature of course co-ordinator and/or official stamp

11-Dec-2015
*Information may be subject to change, please ensure you have the latest copy downloaded from the website*
Presenter and Assessor training
Netball NSW hosts Presenter and Assessor training courses to upskill new presenters and ensure that a standard course presentation and coach assessment is being delivered across the state.

Netball Australia specify that presenters are required to hold a current Intermediate or above coaching accreditation. If a coach is interested in becoming a course presenter please contact the Coach Development Coordinator at Netball NSW.

Mentoring
Netball NSW is always looking at assisting coaches with their development, an integral part to this process is mentoring. Netball NSW delivers mentoring programs during the State League regional and metropolitan competitions with the assistance of the Coach Advisory Panel (CAP). Mentoring can occur in many shapes and forms if your District Association is wishing to know more about mentoring please visit the Netball NSW website or contact the Coach Development Coordinator.

Coaching seminars and workshops
Annually Netball NSW hosts a number of different seminars and workshops for coaches of all levels. The aim of these workshops is to assist coaches to further develop their skills, knowledge and keep up to date with the latest techniques and applications.

Insiders Series – The INSIDERS Coaching Series, is a “must attend” event for coaches of any level. Coaches arrive 90 minutes prior to the home game and receive a pre-match briefing from the head coach on the game plan, have a quick feed, then workshop concepts and theory with fellow coaches, led by a high performance coach from Netball NSW. Then enjoy the game – watch how the team put their plans into action, your tickets are included (you sit together to workshop). Post-match, coaches will discuss the outcomes and NSW Swifts coaching staff will address participants.

For all of the information of the coaching camps, seminars and workshops visit the Netball NSW website and/or contact the Coach Development Coordinator at the Netball NSW Office.

Net Ed - Coaches on Court
The Coaches on Court program consists of nine workshops, five which are open to coaches of all levels and four aimed at development or higher level coaches. Each workshop will explore in depth netball skills, providing coaches with an opportunity to analyse the theory and practical requirements. The workshops will take place in a practical setting allowing for coaches to view activities, coaching behaviours and techniques in real time.

Applications for the 2016 NetEd Grant Program are now closed. Associations seeking to apply for a grant should contact the Netball NSW Coach Development.

For any coaching queries contact Kezia Okulicz at koculicz@netballnsw.com / 02 9951 5028.
3. High Performance

3.1. Player development

State Teams
Netball NSW competes each year in the Nationals competition against the other States and Territories of Australia. The age groups represented are 17/U, 19/U and 21/U it is a great honour for those selected players to attend and wear the mighty Waratah.

The 17/U selection process consists of three phase trials held at Netball Central. Phase I is a two day trial held in late September, phase II is a one day trial held early in October with the final phase being held in mid-January. Please refer to the Netball NSW website for specific dates and times.

The 19/U selection process consists of two phase trials both a day in duration. All trials are held at the Anne Clark Netball Centre, Lidcombe. Phase I of the trials are held mid-October and phase II are held in mid-January.

For information about the 21/U trials please refer to the Netball NSW website for further information.

Academy programs
An essential part of the Netball NSW Sport Development Pathway is the 11 NSW Academies and Sydney Netball Academy. Of the NSW Academy programs 9 are regional based and 3 are metropolitan based. They act as development squads focusing on improving and developing skills for players, coaches, managers and umpires.

Each year selections are held during September-January to select squad members to enter the academy program. The scholarship programs generally run from February through to October. Players aged 14-16 years old are eligible to trial for the Academy Squads.

Players who are selected into these squads, along with training and development, are also involved in two round robin competitions, NIB Games and the Academy Games.

Purpose of the Academy program:

- Developing and providing an elite training environment that allows eligible athletes to access quality services and programs.
- Implementing talent identification programs to assist in identifying talented athletes in the 14-16 age groups.
- Implementing the Long Term Athlete Development Regional Academy guidelines as set by Netball Australia.
- Providing coach and umpire education and development opportunities to assist in the development of the region’s coaches and umpires.

Talented Athlete Program (TAP)
The Talented Athlete Program is held in October where players will be coached by some of the state’s top coaches encompassing both practical and theory components.

11-Dec-2015
*Information may be subject to change, please ensure you have the latest copy downloaded from the website*
Below is the Netball Australia National Athlete Pathway:

Information may be subject to change, please ensure you have the latest copy downloaded from the website
4. Netball NSW Competitions

Throughout the year Netball NSW coordinate a number of high level competitions, which are detailed below:

*Note: costs do not include venue entry fees per player to Netball Central for these competitions. See separate section below for further venue entry and parking information.

<table>
<thead>
<tr>
<th>Competition</th>
<th>What is it?</th>
<th>When is it?</th>
<th>Who can take part?</th>
<th>Closing date</th>
<th>*Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NNSW Samsung Premier League</td>
<td>Premier League is the top netball competition in New South Wales, offering week in and out competition for the state’s most talented netballers, coaches, umpires and administrators. Eight Licensees will be represented by 2 teams each in the Opens and Under 20s Divisions. 2016 is the inaugural year of Premier League.</td>
<td>Wednesday April 20 to Wednesday 24 August 2016</td>
<td>For ages 16 + Players must be registered to play with one of the 8 Licensees</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dooleys Metro League</td>
<td>Sixty teams will contest Metro League in its inaugural year, and will be divided into 6 divisions of 10 teams. The weekly competition will be held across three nights, with teams contesting 18 rounds plus Finals. Grading will be conducted using a promotion/relegation system.</td>
<td>Week of April 4 to Sept 4 2016</td>
<td>For ages 16+ Players have to be registered under an Association</td>
<td>Friday 12 February 2016</td>
<td>$88.00 per player + GST</td>
</tr>
<tr>
<td>NNSW State Masters</td>
<td>Over 35s and Over 40s</td>
<td></td>
<td>Any player over the age of 35 of any ability Players have to be registered under an Association</td>
<td>Friday 18 March 2016</td>
<td>$242.00 per team + GST</td>
</tr>
<tr>
<td>State Championships</td>
<td>U17, U21, Opens</td>
<td>June 11 – June 13 2016</td>
<td>Players have to be registered under an Association</td>
<td>Friday 8 April 2016</td>
<td>$242.00 per team + GST</td>
</tr>
<tr>
<td>State Age</td>
<td>12 Yrs and Under, 13 Yrs and Under, 14 Yrs and Under, 15 Yrs and Under - run over 4 divisions</td>
<td>July 2 – July 4 2016</td>
<td>Players have to be registered under an Association</td>
<td>Friday 6 May 2016</td>
<td>$242.00 per team + GST</td>
</tr>
<tr>
<td>Regional League</td>
<td>Regional League is the premier netball competition in Regions Two – Eight of NSW where the area’s most talented netballers, coaches and umpires showcase their skills. The length of competition is between 2-4 days and varies</td>
<td>Varies between regions</td>
<td>For ages 15+ Players have to be registered under an Association</td>
<td>Varies between regions</td>
<td>$155 per team inc GST</td>
</tr>
<tr>
<td>Region</td>
<td>Description</td>
<td>Dates</td>
<td>Age Group</td>
<td>Fee</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>-------</td>
<td>-----------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>NID</td>
<td>Court Craft Plexipave Night Interdistrict competition, open to all to apply, played over 10 weeks.</td>
<td>Week of October 3 to week of December 12 2016</td>
<td>For ages 13+ Players have to be registered under an Association</td>
<td>Friday 12 August 2016</td>
<td>$66.00 per player + GST</td>
</tr>
<tr>
<td>NNSW State Cup</td>
<td>The State Cup is a new competition for 2016. Associations will qualify to enter the State Cup. 24 teams will be divided in 2 pools who will then play off for the Championship, Plate and Bowl divisions. The State Cup will include the Inter Regional Finals with the highest placed regional team at the conclusion of the State Cup being declared the Inter Regional Champion.</td>
<td>September 24 – September 25</td>
<td>For teams who qualify through Metro League (top 17 Associations) and Regional League Competitions (winners of Regional League competitions)</td>
<td>N/A</td>
<td>$70.00 per player + GST</td>
</tr>
<tr>
<td>NNSW Social Masters</td>
<td>A 2 day tournament that mixes netball with a major social aspect. Three age categories of Over 35's, 40's and 45's, with competitive and social divisions</td>
<td>October 22 – 23 2016</td>
<td>Any player over the age of 35 of any ability. Players have to be registered under an Association</td>
<td>Friday 26 August 2016</td>
<td>$90.00 per player + GST</td>
</tr>
</tbody>
</table>
**Venue entry fees**

Venue entry fees to Netball Central for State League and NID are confirmed as per the table below:

<table>
<thead>
<tr>
<th>2016 Venue Entry Fee Per Entrant Type</th>
<th>PL</th>
<th>ML</th>
<th>PL Season Pass (one night only)</th>
<th>ML Season Pass (one night only)</th>
<th>ML/PL Season Pass (all nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player (all ages)</td>
<td>N/A</td>
<td>$5.50</td>
<td>N/A</td>
<td>$78</td>
<td>$120</td>
</tr>
<tr>
<td>Association/State Official (with specific accreditation)</td>
<td>N/A</td>
<td>$5.50</td>
<td>N/A</td>
<td>$78</td>
<td>$120</td>
</tr>
<tr>
<td>Spectator (Adult 17 &amp; over)</td>
<td>$5.50</td>
<td>$5.50</td>
<td>$78</td>
<td>$78</td>
<td>$120</td>
</tr>
<tr>
<td>Spectator (Concession 5-17)</td>
<td>$4.40</td>
<td>$4.40</td>
<td>$62</td>
<td>$62</td>
<td>$88</td>
</tr>
<tr>
<td>Umpires/Bench Officials &amp; Spectators (4 &amp; under)</td>
<td>Free</td>
<td>Free</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Legend: PL – Premier League, ML – Metro League
Concession – includes pensioners and students with valid identification card
All Season Passes include entry to semi-finals and finals

Players, officials and spectators who elect not to purchase a pass will be required to purchase a daily entry ticket before being admitted to Netball Central.

**Parking Validation**

All venue entry fees and passes to DOOLEYS Metro League and Night Interdistrict will include an entitlement to validated parking for up to three hours in an adjacent car park to Netball Central (either the P3 or P4 car park). Parking passes can be validated 15 minutes after entry into the car park at Netball Central venue services upon presentation of a valid season pass or venue entry ticket (one parking validation per day per valid pass/ticket only). Note parking validation is only valid for a three hour period from time of car park entry and individuals will incur parking costs at the applicable hourly rate for all time in excess of the three hour validation period. Note the three hour validation period commences from the time your parking ticket is date stamped at the car park entry.

For all enquiries related to the above contact Claire Hatherell (Competitions Manager) at chatherell@netballnsw.com / 9951-5005 or speak with a member of the venue services team in person at Netball Central.
5. NSW Swifts Membership

5.1. Membership benefits

Included in all Membership packs:
- Access to a Members-only stadium tour at the 2016 NSW Swifts Family Fun Day (subject to availability)
- Members-only January School Holiday Junior Swift Coaching Clinic
- Members-only Pre-Season Open Training Session
- Members-only Post Match Function (Allphones Arena BLOCKBUSTER)
- Members-only End of Season event
- RED ALERT! Member Exclusive e-Newsletter
- NEW! 2016 eCalendar to sync with your smart phone and other devices
- Voting Rights for Members’ Player of the Year Award
- Members Offers from NSW Swifts’ Partners
- Discount on NSW Swifts’ events
- Finals Series Priority Ticketing (terms and conditions apply)

In 2016 Adult & Concession Members receive the following in their Membership pack:
- Personalised Membership Card
- Lanyard
- Bumper Sticker
- Inflatable Hand
- 24-page Customised Member Benefits Book

2016 Junior Members receive the following in their Membership pack:
- Personalised Membership Card
- Lanyard
- Height Chart
- Inflatable Hand
- Cape

11-Dec-2015
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SATELLITE

The SATELLITE Membership is for those NSW Swifts supporters who aren’t able to make every home game but can attend our annual netball BLOCKBUSTER at Allphones Arena. The SATELLITE Membership includes all of the 2016 Member benefits, plus you’ll receive a FREE copy of Swifts Insider (official match day magazine of the NSW Swifts) on your seat to read up on the latest NSW Swifts news before the on-court action commences.

Payment Options

ONLINE - Go to www.nswswifts.com.au - Credit Card required for payment

BY PHONE - Contact Netball NSW on (02) 9951 5000 to speak to the NSW Swifts Membership Team (during Netball NSW Office Hours).

For full details and an online brochure visit www.nswswifts.com.au/memberships.
6. Netball NSW Recognition Awards

There are a number of awards open for applications, see below for details

(Please read the Netball NSW Volunteer Recognition and Awards Policy to ensure eligibility of your nominee)

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
<th>Nomination close date</th>
<th>Link to nomination form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer recognition (association nominated)</td>
<td>Recognition will be provided for 5, 10, 15, 20, 25, 30 and 35+ years of completed service to the sport of Netball in NSW. Service may be broken.</td>
<td>1 March each year</td>
<td>Volunteer Recognition nomination form - Association</td>
</tr>
<tr>
<td>Volunteer recognition (club nominated)</td>
<td>Recognition will be provided for 5, 10, 15, 20, 25, 30 and 35+ years of completed service to the sport of Netball in NSW. Service may be broken.</td>
<td>1 March each year</td>
<td>Volunteer Recognition nomination form - Association</td>
</tr>
<tr>
<td>Anne Clark BEM Service Award</td>
<td>This award is provided to individuals in recognition of their significant contribution to the development of netball at an Association level. This award is the highest accolade that Netball NSW can pay to its volunteers at the District level.</td>
<td>30 September each year</td>
<td>Anne Clark BEM Service Award nomination form</td>
</tr>
<tr>
<td>Netball NSW Hall of Fame</td>
<td>The Netball NSW Hall of Fame recognises outstanding individuals (players, coaches and umpires) who have shown dedication, commitment and made a significant contribution to netball in the state of NSW over a considerable period of time.</td>
<td>30 June each year</td>
<td>Hall of Fame nomination form</td>
</tr>
<tr>
<td>Netball NSW Waratah Service Award</td>
<td>The awarding of the Netball NSW Waratah Service Award is in recognition of an individuals’ distinguished service to Netball NSW in the capacity of an organisational or operational volunteer.</td>
<td>30 September each year</td>
<td>Waratah Service Award nomination form</td>
</tr>
<tr>
<td>The Judy Dunbar Media Award</td>
<td>These awards are provided in recognition of an individual or media outlet that has demonstrated an outstanding media contribution to the sport of netball in the relevant category, within a given year.</td>
<td>30 September each year</td>
<td>Judy Dunbar Media Award nomination form</td>
</tr>
</tbody>
</table>

11-Dec-2015

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7. Association Governance

7.1. Incorporation

A summary outlining incorporation requirements from the Fair Trading website has been included below.

Who is responsible for running your Association or Club?
Your Constitution should set out how your association and/or club is run, who runs it and what authority they have and how to solve problems if they arise. Netball NSW have an Association Constitution template which can be used and modified to suit your association – download here

What to think about before becoming incorporated?
Fair Trading have put together a number of fact sheets to assist associations when setting themselves up. More information and resources are available from the Fair Trading website http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Incorporating_an_association.page?

Why incorporate?
Incorporation under the Association Incorporations Act 1984 gives an entity certain legal advantages in return for accepting certain legal responsibilities. Incorporation provides sports clubs/associations with simple and inexpensive means of becoming a legal entity and helps to protect members in legal transactions.

Although there are benefits to be gained from incorporation, there are also obligations, for example, incorporation requires the payment of application fees and obliges the association to maintain proper financial and membership records and registers.

What is non-profit?
According to the Australian Tax Office a non-profit is any organisation which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.

Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes as per its Constitution and is not distributed to any of its members. A non-profit sporting association and/or club can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.
Before incorporating a new association

10 things to consider

Before incorporating a new association in NSW you need to consider the following important matters:

1. **Understand your obligations**
   Ensure your group is able to meet the costs and obligations involved in forming and running an incorporated association. Failure to comply with these obligations may lead to the issue of penalty notices, prosecution or cancellation of the association’s incorporation.

2. **Number of people required**
   You must have five or more individuals to apply for registration or if you are an existing unincorporated group you must have five or more individual members in the group.

3. **Develop a constitution**
   A statement of your association’s objectives and an appropriate constitution must be developed. You can choose to adopt the Model constitution from the Fair Trading website or develop your own. If you develop your own constitution you must address 16 matters which you will find listed on the fact sheet called About the constitution on the Fair Trading website.

4. **Set up a committee**
   You must establish a committee to manage the association’s affairs. The committee must have three or more members, each over 19 years of age and at least three of whom reside in Australia. If the group adopts the model constitution then your committee will have seven members. The committee must ensure that the association meets its legal and reporting obligations.

5. **Public officer**
   Your committee must appoint a public officer who is over 18 years of age and is a resident of New South Wales. The public officer is an authorised signatory for the association and is the official point of contact for the association.

6. **Official address**
   Your association must have an official address within New South Wales. This may be premises of the association, the place of business or employment of the public officer.

7. **Reserve a name**
   You need to reserve a name for your association by lodging a Form A1 - Application for reservation of name (available from the incorporated associations forms web page) together with the prescribed fee.

8. **Apply for incorporation**
   You can apply for incorporation by lodging a Form A2 - Application for registration (available from the incorporated associations forms web page) together with the prescribed fee at any Fair Trading Centre or by mail to Registry Services.

9. **Holding annual general meetings**
   The first annual general meeting (AGM) for a new association must be held within 18 months from the date of incorporation. After that, the AGM is held within 6 months after the close of the association’s financial year.

10. **Insurance**
    Your association should consider its own insurance needs, including the need for public liability insurance, and take out appropriate insurance as necessary.

**Incorporating a new association**
If the association does not already exist, follow these steps:

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1. Five or more individuals authorise an application for incorporation/registration that includes:
   - A statement of the association's objects
   - A copy of the association's proposed constitution.

2. Reserve a name by lodging an Application for reservation of name (Form A1) together with the prescribed fee, with NSW Fair Trading. To find out if a name is already registered call Registry Services on 1800 502 042 or NSW Fair Trading on 13 32 20.

3. Apply for incorporation by lodging an Application for registration (Form A2), with the prescribed fee and documents at any Fair Trading Centre

**Incorporating an existing association**

To incorporate your existing association, follow these steps:

1. Pass a special resolution to authorise an application for incorporate/registration that includes:
   - A statement of the association's objects
   - A copy of the association's proposed constitution.

Follow Steps 2 and 3 above

**How much does incorporation cost?**

Details on incorporation fees can be found through the Fair Trading website [http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Fees/Associations_fees.page?](http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Fees/Associations_fees.page?)

**Improving your Association’s / Club’s performance**

There are a number of areas that could be looked at in further detail to improve the performance of clubs and associations including planning, governance and compliance obligations, financial tracking and duties of care or committee members.


**Constitution and Rules - what is it for?**

The constitution should describe the association/club structure by identifying where and how decisions may be made, who may participate in the decision making process, and the procedures for voting. The powers in the Constitution allow the association/club to fulfil its objects, and outline its authority and extend its capability to make binding decisions. It should however, not contain prescriptive information which unnecessarily binds it to current circumstances but follow modern governance.

11-Dec-2015

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8. Association & Club Management

8.1. Risk management obligations

The below information has been extracted from the NSW Office of Sport resource - Running Your Club: resource workbook for volunteer sports club office bearers which you can access here.

What is risk management?

Risk management is a procedure to assist in achieving your objectives whilst reducing potential legal liability. It is a practical way of identifying and fixing risks. It seeks to address potential problem areas before they occur and it aims to be pro-active rather than reactive, creating a safer environment and "legally safer" operational procedures.

Specific risk management duties for office bearers

Office bearers have particular legal duties. In terms of their management of their club they should ensure that:

- Their organisation is incorporated under the Associations Incorporations Act 1981 (NSW) if an association/club
- Their Association and/or Club, including executives and sub committees comply with all legislative requirements, for example reporting, lodging and accounting requirements
- The Association and/or Club constitution is clearly drafted and has purposes. If safety of activities is a purpose of the Association and/or Club it should be expressly stated in the rules.
- The constitution of the Association and/or Club is regularly reviewed and if necessary amended to ensure the constitution evolves with the activities of the club or external developments which may affect the Association and/or Club
- The regulations i.e. rules, by-laws, policies and practices of, and services provided by the club are inclusive and non-discriminatory
- Volunteers are appropriately trained on an on-going basis
- The executive and sub committees are fully and regularly informed, by written report if necessary, of the activities of the Association and/or Club
- A regular review of the operations and activities of the club is conducted
- The working environment for volunteers is safe
- They develop a management system to adapt to developments and changing trends in sport management and administration
- They recognise and respond to concerns about the impact of the Association and/or Club's activities on participants, members, the club itself, the public and the sport (for example, sports safety, inclusion, discrimination and member protection, child protection, infectious diseases, pregnancy, smoking or doping policies, sport rage)
- The Association and/or Club's insurance is current and appropriate to the Association and/or Club's activities and that the insurer's requirements regarding notification of potential claims are met
- Improved compliance with the law, regulations and other formal requirements
- Enhanced image and reputation

Risk Breakdowns

Risk can be grouped under the following risk areas:

- Administration
- Governance
- Finance
- Insurance
- Contracts
- Personnel management
- Planning & Strategy
- Policy

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Consider each risk against the following questions:

- How effective is your Association/Club’s current approach to controlling or managing the risk?
- What are the weaknesses associated with the current controls?
- What might be the impact on the Association/Club if the risk occurred and the controls did not work as intended?

<table>
<thead>
<tr>
<th>Question</th>
<th>Likelihood</th>
<th>Loss</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your association and/or club have a Constitution?</td>
<td></td>
<td></td>
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<tr>
<td>Does your association and/or club have written regulations?</td>
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</tr>
<tr>
<td>Is your association and/or club incorporated?</td>
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</tr>
<tr>
<td>Does your association and/or club have policies to guide its decision making (member protection, child protection, grievance/complaint handling etc)?</td>
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<tr>
<td>Are these policies communicated to all members?</td>
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<tr>
<td>Are procedures in place to ensure security of membership information and do they comply with the Privacy legislation?</td>
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<tr>
<td>Does your association and/or club communicate regularly with its members?</td>
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<tr>
<td>Does your committee meet regularly with all decisions and actions documented?</td>
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<td>Is the annual report circulated to all members?</td>
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<td>Is all expenditure authorised through an identified process?</td>
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<tr>
<td>Do you have realistic budget and present financial reports that identify how you are going?</td>
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<tr>
<td>Are your rules, by-laws and practices non-discriminatory?</td>
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<tr>
<td>Does your association and/or club have a clear plan for the future that describes what you want to do and how you are going to do it?</td>
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<tr>
<td>Have you considered the health and safety of everyone in the association and/or club and do you meet OHS regulations?</td>
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<tr>
<td>Do you have an emergency plan?</td>
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<tr>
<td>Do you have position descriptions for all office bearers/staff?</td>
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<tr>
<td>Has everyone agreed to a code of behaviour or conduct?</td>
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<tr>
<td>Do members understand the extent of their ‘duty of care’?</td>
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<tr>
<td>Do you meet the legislative requirements for paid employees (if applicable)?</td>
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<tr>
<td>Do all coaches/instructors/leaders have appropriate, current accreditation?</td>
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<tr>
<td>Do you promote training and education opportunities?</td>
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<tr>
<td>Does your association and/or club meet the terms of any contracts it is involved with?</td>
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<tr>
<td>Do you conduct risk assessments on all programs, activities and events?</td>
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<tr>
<td>Is there a clear procedure for reporting accidents/injuries?</td>
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<tr>
<td>Are regular safety inspections made of buildings, grounds and equipment?</td>
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</tr>
</tbody>
</table>

11-Dec-2015

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### Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>5 Catastrophic</th>
<th>4 Major</th>
<th>3 Moderate</th>
<th>2 Minor</th>
<th>1 Negligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Extreme (1)</td>
<td>Extreme (1)</td>
<td>Major (2)</td>
<td>Major (2)</td>
<td>Medium (3)</td>
</tr>
<tr>
<td>Likely</td>
<td>Extreme (1)</td>
<td>Extreme (1)</td>
<td>Major (2)</td>
<td>Medium (3)</td>
<td>Minor (4)</td>
</tr>
<tr>
<td>Possible</td>
<td>Extreme (1)</td>
<td>Major (2)</td>
<td>Major (2)</td>
<td>Medium (3)</td>
<td>Minor (4)</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Major (2)</td>
<td>Major (2)</td>
<td>Medium (3)</td>
<td>Minor (4)</td>
<td>Minor (4)</td>
</tr>
<tr>
<td>Rare</td>
<td>Medium (3)</td>
<td>Medium (3)</td>
<td>Minor (4)</td>
<td>Minor (4)</td>
<td>Minor (4)</td>
</tr>
</tbody>
</table>

**Key:**

- **Extreme**: Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
- **Major**: Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
- **Medium**: Medium risks that are likely to arise or have serious consequences requiring attention
- **Minor**: Minor risks and low consequences that may be managed by routine procedures
- **N/A**: Use this to note a risk that does not apply to your association / club

### Lease Agreements

Affiliated Associations and Clubs are provided with the opportunity to have any existing or new lease agreements reviewed by our insurance brokers, V-Insurance. Their contact details can be found in the Insurance section of this pack.
8.2. Volunteers and volunteer management

Volunteers are an integral part of our sport. Netball competitions would not be able to operate without them!

A definition

The Australian Bureau of Statistics (ABS, 2002) defined sport volunteers as those participating in "roles undertaken to support, arrange and/or run organised sport and physical activity." Understanding their needs, why they volunteer, what motivates them to do the huge amount of work they do, how and how well they fill volunteer roles and what attracts them to continue or quit these roles, are important questions to consider.

Finding Volunteers

There are a number of ways to attract volunteers which include asking members’ family and friends, advertising on your website, in local papers, on radio or on Go Volunteer, a free national volunteer recruitment website.

More information and ideas can be found through NSW Sports Federation Recruiting Volunteers resource and VSTAR, an online volunteer resource developed by SA Office for Sport and Rec. The Netball NSW website also has details on position roles through Netball NSW resources.

Keeping Volunteers

It is important to have set guidelines for the positions that volunteers will fill, and role descriptions which allows them to understand the role and what is expected from them.

Once you have attracted volunteers to your Association you need to ensure that these volunteers are recognised and appreciated. Some associations find that just saying thanks is important enough but below are some other ideas:

- Subsidise memberships
- Provide a gift at Presentation Day
- Volunteer awards such as providing volunteer clothing or having a list of volunteers displayed on their website.
- Service Awards for a certain number of years service and Life Memberships of their Association.
- Netball NSW also provide Volunteer Certificates for 5, 10, 15, and five year increments of service to Associations who nominate their volunteers for the Volunteers Recognition Scheme.
- Nomination for Netball NSW’s prestigious Anne Clarke Service Award
- Every five years, Netball NSW holds a President’s Dinner which is held on the Saturday of State Championship weekend. At the dinner Netball NSW presents the Long Serving Volunteers Awards which Associations can nominate their long serving people for.

More detail can be found in the Netball NSW Volunteer Recognition and Awards Policy.
9. Member Protection

Netball NSW Core Values

Netball NSW is committed to treating all people with respect, dignity and fairness. These values, along with the basic right of all netball members to participate in an environment that is enjoyable, safe and healthy, has resulted in Netball NSW developing specific objectives to create a safer and more tolerant sporting environment.

Purpose of this Policy

This Member Protection Policy aims to ensure Netball NSW’s core values, good reputation and positive behaviours and attitudes are maintained. It assists Netball NSW to ensure that every person involved in netball is treated with respect and dignity, and is safe and protected from abuse. This Policy also ensures that everyone involved in netball is aware of his or her legal and ethical rights and responsibilities. This Policy reflects Netball NSW’s support and implementation of the sport industry principles and values outlined in The Essence of Australian Sport – principles of fairness, respect, responsibility and safety.

This Policy is accompanied by Complaint Handling Regulations (Part C – Complaint Handling Regulation), NSW Child Protection Regulations, Codes of Behaviour and various reporting, educational and support documents. These resources provide the procedures that support Netball NSW’s commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, Netball NSW may take disciplinary action against any person or organisation bound by this Policy if they breach it.

Who this Policy Applies To

This Policy applies to the following, whether they are operating in a paid or unpaid/voluntary capacity:

- District Associations;
- Any other person or organisation that is a financial member of or affiliated to Netball NSW;
- Parents, guardians, spectators and sponsors and any other person or organisation to the full extent that is possible; and
- Matters involving staff that are not employment issues.

Organisational Responsibilities

Netball NSW and District Associations should:

- Adopt, implement and comply with this Policy and its regulations;
- Ensure that the Constitution, Rules or Policies include all clauses necessary for this Policy to be enforceable;
- Publish, distribute and otherwise promote this Policy and the consequences for breaching it;
- Promote appropriate standards of conduct at all times;
- Promptly deal with any breaches of, or complaints made, under this Policy in an impartial, sensitive, fair, timely and confidential manner;
- Apply this Policy consistently without fear or favour;
- Recognise and enforce any penalty imposed under this Policy;
- Ensure that a copy of this Policy is available or accessible to the persons to whom this Policy applies;

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• Appoint or have access to appropriately trained people to receive and handle complaints and allegations (i.e. Member Protection Information Officers [MPIO’s]) and display the names and contact details in a way that is readily accessible; and
• Monitor and review this Policy at least annually.

**Individual Responsibilities**

Individuals bound by this Policy are responsible for:

• Making themselves aware of the policy and complying with the standards of conduct outlined in this Policy;
• Consenting to undergo screening as per the NSW Child Protection Regulation and/or NSW State legislation if the individual holds or applies for a role that involves direct and unsupervised contact with people under the age of 18 years;
• Complying with all other requirements of this Policy;
• Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
• Understanding the possible consequences of breaching this Policy;
• Complying with any decisions and/or disciplinary measures imposed under this Policy

**Member Protection Policies**

All Netball NSW member protection policies are available on the Netball NSW website:

<table>
<thead>
<tr>
<th>Member Protection Policy</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netball NSW Member Protection Policy</td>
<td>All MPP policies can be located on the Netball NSW website in the Library &gt; Policies and Forms section</td>
</tr>
<tr>
<td>Member Protection Part A – Codes of Behaviour</td>
<td></td>
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<tr>
<td>Member Protection Part B – Working with Children Check Requirements</td>
<td></td>
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<tr>
<td>Member Protection Part C – Complaint Handling Policy</td>
<td></td>
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<tr>
<td>Member Protection Part D – Hearings and Appeals Tribunals</td>
<td></td>
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<tr>
<td>Member Protection Part E – Reporting Forms</td>
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<tr>
<td>Member Protection – Anti Discrimination and Harassment</td>
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<td>Member Protection – Cyber Safety Policy</td>
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<td>Member Protection – Anti Doping Policy</td>
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<td>Member Protection – Gender Identity Policy</td>
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<td>Member Protection – Pregnancy Policy</td>
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<td>Member Protection – Sexual Relations Policy</td>
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</table>

In addition to the above, there are a number of additional policies available as below:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Link</th>
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</thead>
<tbody>
<tr>
<td>Netball Australia Junior Sport Policy</td>
<td>Junior Policy</td>
</tr>
<tr>
<td>Netball NSW Social Media Communication Policy</td>
<td>Social media communication</td>
</tr>
<tr>
<td>Netball NSW Photography Policy</td>
<td>Photography</td>
</tr>
<tr>
<td>Netball NSW Volunteer, Recognition and Award Policy</td>
<td>Volunteer</td>
</tr>
</tbody>
</table>

11-Dec-2015

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9.1. The new Working with Children Check

Following on from the new Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2012, a new Working with Children Check has been released by the Office of Communities – Commission for Children and Young People.

The new Working with Children Check commenced on June 15th 2013.

**Club and Association Responsibilities**

From June 15th 2013, new paid workers should apply for a WWCC and have their ID number verified before starting in their role.

**What about existing paid workers / volunteers?**

Volunteers and existing paid workers in child related positions do not need to apply for a check until the phase in period. All existing paid workers and volunteers will need to have the new check completed between 1 April 2015 and 31 March 2016.


We would also recommend that all existing paid workers and volunteers continue to complete the Member Protection Declaration yearly, which can be found in the Netball NSW Member Protection Policy – Part B (Child Protection Policy); Attachment B2.


**What are the fees?**

Paid workers will need to pay $80 for the check. Volunteers will receive the check for free.

**Exemptions to the new check**


**How can I find out more information about the New Working with Children Check?**

10. Insurance

Insurance is a common risk management/transfer tool in that it seeks to transfer the risk which may exist within an Association/Club to another party. Part of the risk management analysis will include identification of which risks may be transferred by insurance. The focus of risk management should be proactive to prevent the risk arising in the first place.

Who is insured under this policy?
New South Wales Netball Association Limited and all affiliated bodies, including all members, officials, accredited coaches, umpires, executives and voluntary workers.

What is the period of insurance?
The period of insurance cover is between January 1st and December 31st of the same calendar year.

What is the scope of cover?
Whilst participating in sanctioned New South Wales Netball Association Limited activities including all:

- Organised Association and/or Club competitions and coaching clinics
- Official events
- Playing, training and trialling
- Official social events and fundraising activities
- Travel to and from the above activities

Types of cover:
- Personal Accident Insurance
- Public and Products Liability Insurance including Professional Indemnity
- Cyber Liability Insurance
- Association Liability Insurance
- Netball NSW Industrial Special Risk (Property Insurance)

Increasing Property Insurance Cover

$30,000 worth of property and equipment is automatically provided to each Association / Club as a part of the policy and your affiliation to Netball NSW. All property belonging to an association or club of every description is covered up to maximum amount of $30,000. This includes buildings, outbuildings, sheds, sporting equipment, contents, electronic equipment and stock located anywhere in Australia including private homes. The following items are also automatically covered by the property policy;

- Money $25,000 (on premises, in transit, outside business hours, in a locked safe) $5,000 in private residence
- Removal of debris
- Accidental Damage
- Theft of property in the open air (excluding money) up to $10,000

If your Association / Club owns property and equipment which are worth more than $20,000, you can contact the Netball NSW insurance broker to increase cover, an additional premium may apply.

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Who is V-Insurance Group?
V-Insurance Group is a Corporate Authorised Representative of Willis. V-Insurance Group / Willis have been the Netball Australia National Insurance Broker since 2010, their contact details are included below;

V-Insurance Group contact details
Level 28, Angel Place, 123 Pitt Street, SYDNEY NSW 2000
Phone (02) 8599 8660
or local call cost only 1300 945 547
Email: netball@vinsurancegroup.com

10.1. Obtaining a Certificate of Currency?

On the Netball NSW Insurance Website there is a Certificate of Currency link to print off Club and Association certificates - http://www.willisnetball.com/19/Certificate-of-Currency. Select the appropriate search criteria and download the certificate to print.
If your association or club name doesn’t appear, you will need to complete the request form. V-Insurance Group will verify with NSW that the application is from an affiliated organisation.

Example of a Certificate of Currency:

The insurance policies with full conditions and details on how to make a claim are included on the Netball NSW Insurance webpages, www.willisnetball.com

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11. Marketing

11.1. Let’s play netball

http://letsplaynetball.com.au

‘Let’s Play Netball’ is a campaign created by the Netball NSW Sports Marketing Committee with the objective to assist Associations and Clubs to grow their membership. Netball NSW has recently revised its “Let’s Play Netball” strategy to incorporate NetSetGO and reflect grassroots trends and will be rolling out a promotional campaign in 2016.

Collateral to help Associations and Clubs with the promotion of this campaign includes:

- A 2 minute netball promotional video – accessible for all
- A 30 second netball promotional video – accessible for all
- 2 x A2 Let’s Play Netball Posters (see below for artwork)
- 4 x A3 Let’s Play Netball Posters (see below for artwork)
- Editable electronic versions of A2, A3, A4 and A5 Let’s Play Netball Posters/Flyers to allow Associations to adapt accordingly and print locally
- Web tiles for use on MyNetball websites (see below for artwork)

To find out more about accessing these promotional items please contact the Netball NSW Marketing Team on 9951 5000.

11-Dec-2015

Information may be subject to change, please ensure you have the latest copy downloaded from the website
11.1. Social media

Social networking sites are the most cost-effective way for people to communicate. Associations and Clubs can investigate social media and decide which is suitable to their needs. There are literally hundreds of social media sites on offer, but based upon the broad needs, the most effective would be Facebook followed by Twitter. If you had to pick one, definitely go for Facebook!

Facebook is one of the most commonly used social media platforms and it is not only easy to set up but free of charge (excluding their advertising services which are optional). Having an Official Association/Club Facebook page enables Associations to communicate with not only members, but families and those interested in netball.

Pros and Cons of Social Networks:

<table>
<thead>
<tr>
<th>PROS of Social Networks</th>
<th>CONS of Social Networks</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The only cost is the time spent updating and monitoring your accounts.</td>
<td>• People will be able to post negative comments on your posts. Whilst you cannot stop anybody commenting on your posts, you can delete their comments if of an offensive nature.</td>
</tr>
<tr>
<td>• It is immediate – for example, you can post a Wet Weather notification which would help reduce the number of phone calls to your Wet Weather hotline/clubhouse on a rainy day etc.</td>
<td>• Just like your website, remember that everything which is posted by an Association on social media is in the public demand and can be referenced.</td>
</tr>
<tr>
<td>• Social media is a great way to grow your business in promoting sponsors/partner offers, merchandise sales, events etc. (anything you promote must be tailored to the netball audience not a straight sales sell which is of no interest to your audience – remembering they follow you on social media for netball related news).</td>
<td></td>
</tr>
<tr>
<td>• Notification of page activity: You can elect to get emailed a notification every time someone posts on your page or comments on one of your posts. This allows you to respond to any queries in a timely manner as well as manage any potentially offensive comments as whilst you cannot stop anybody commenting on your posts, you can delete their comments if of an offensive nature.</td>
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</table>

Social Media Communication Policy

In 2012, Netball NSW implemented a Social Media Policy which all employees and associates must abide by as well as Social Media Communications guidelines. These provide clear guidelines on what the organisation expects when it comes to the appropriate use of social media.

Some Netball Associations might find that members use social media in a way which is perceived to be in
poor judgement, or receive inappropriate dialogue/posts on their Facebook page – Netball NSW has implemented a CyberSafety Policy to support Clubs and Associations in managing any situations which may arise and there are some supporting resources via the Think You Know website - http://www.thinkuknow.org.au.

The Netball NSW Communications Team can also offer advice on what social media channels are best for your Association’s needs, or to offer assistance in the social media space. If you’re looking to adopt a Social Media Communications Policy and would like to seek some advice, contact a member of the Netball NSW Policy’s Team.

Netball NSW Facebook account  Screen grab of the Netball NSW twitter account

Website

With the growth of social media, many organisations neglect the importance of websites. Websites are still the number one resource when consumers look for information on either digital and social media communication platforms i.e. not everyone with access to the internet is on Facebook but everyone on the internet can access a website!

Association and Club websites are an important, cost-effective communications tool to assist in marketing your association. Links for events and competitions should be bright, easy to access and read, and updated regularly.

11-Dec-2015

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Your website should be welcoming, and it is advantageous to include some wording that ensures people that they will be warmly welcomed in to your organisation. Contact information should be easy to find and up to date e.g. if a member of the Executive is ill or on leave, update the contact details to direct people elsewhere during this period to avoid missing any important enquiries.

A website is not just a marketing tool but also a communication tool. It is an easy way to update your members and your own netball community on the latest news and results from your Association and should be updated regularly.

While social media is great to get quick messages out about wet weather or late venue changes, this information should still appear on your website – not everyone is on social media!

Photography on websites
Associations and Clubs should ensure they have the correct permissions or credit appropriately any photos which appear on their website to avoid breaching copyright laws.

The Netball NSW office can offer support in areas of the MyNetball system and website training and support. The Netball NSW Communications Team can also offer advice and support on the use of imagery on websites.

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Information may be subject to change, please ensure you have the latest copy downloaded from the website
Who can do the marketing for your club / association?

It is advantageous to allot all your Association’s marketing to one specific person. In some Associations; a volunteer manages the marketing and in others, Associations have arranged a paid representative to carry out specific marketing tasks. Another idea is to offer the opportunity to a local university or TAFE student who may be completing a marketing or business degree as work experience.

Marketing Strategies

For help on how to write your own Marketing Strategy, have a look at the Office of Communities; Sport and Recreation’s resources - marketing plans. Their sample marketing plan may help get you started.

It is important to promote your Association within the community to engage new players, and assist in informing current players of important dates such as registration. The Office of Communities; Sport and Recreation does have some useful information and suggestions on promotion which can be found here: Promotion Ideas. This also includes some information on advertising, publicity and media.

11-Dec-2015

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11.2. Sponsorship

Sponsorship is a cash and/or in-kind fee paid to a property (typically in sports, arts, entertainment or causes) in return for access to the commercial potential associated with that property. Sport sponsorship focuses both on the promotion of sports events and teams as well as the promotion of other products and services through sporting events and sports teams. The goal is to provide the sponsor with strategies to promote the sport or to promote something other than sport through sports, whilst gaining something of value for your Association at the same time.

For your Association, sponsorships can assist in:

- Funding to contribute to your events or programs
- Adding value to current programs or events
- Perceptions of prestige
- Providing access to products or goods which are necessary for your Association

The Office of Communities; Sport & Recreation had provided some helpful information – Sponsorship

It is beneficial, for both your Association and the sponsor, to have one point of contact that is responsible for sponsorship for your Association.

Potential Sponsors

When deciding who to approach as potential sponsors, it can be best to look at the opportunities already available to your Association:

- **Suppliers you already use** (trophies/medical supplies/equipment?)
- **Contacts** (Parents/Friends of players may work in local business)
- **Your netball newsletter** (“XXXX Association is looking for like-minded sponsors to join the netball family...if you know of any interested businesses please contact...”)

Selling Sponsorship

See the Office of Communities; Sport & Recreation’s advice - Selling Sponsorship

Before compiling a sponsorship proposal, it is important to know your Association

- **Firstly identify “What makes up your Association?”**
  - How many Junior players/Senior players
  - Estimated attendance on a Saturday of competition including spectators, umpires and players
  - What competitions are run? What events/programs are held?
  - What is your point of difference?
- **What does your Association have to OFFER the potential sponsor?** It is important to identify the opportunities you have available for the sponsor where they can showcase their brand and promote their business. Examples could be:
  - Branding on post padding
  - Signs displayed around your Association
  - Adverts included in competition program/newsletters
  - Logo on websites
  - Logo on trophies/Awards
  - Invitations to special events/Opening ceremonies
  - Special promotions offered to your Club/Association
  - Opportunity to be on site/sell product/activate

11-Dec-2015

*Information may be subject to change, please ensure you have the latest copy downloaded from the website*
Proposal Format
When compiling your Sponsorship Proposal, consider that this document needs to:

- Get attention
- Be read
- Be clear and concise – use images; not too many words
- Consider whether you will email the proposal, or deliver a hard copy/
- Include your key messages:
  - What do you want to say?
  - What is at the core of your Club/Association – why should they join you?
  - What can you offer? What are the benefits you are offering to them (list them)
  - Value of partnership
  - Contact details – how can they get in touch with your Association to discuss further?

For some tips on writing your proposal, visit - Writing Proposals

Sponsorship Servicing
Once you have signed up a sponsor, it is very important to ensure that all benefits includes in the partnership are delivered. An important area of sponsorship is ensuring the sponsor feels involved and connected to your Association. Below are some tips and suggestions in servicing sponsors:

- Communication is Key – During the negotiation stage, throughout the length of the partnership/season and after
- Deliver all benefits
- Over-delivery – Always give a little extra here and there
- Season wrap up and reporting – Provide a report outlining what you did for the sponsor during the partnership; images are beneficial. See examples below:

See Keeping Sponsors Happy for more advice and suggestions
12. Funding and Grants

Grants are a valuable source of finance for activities, events and facilities. There are a number of organisations both in New South Wales and Australia that offer grants to sport and recreation clubs.

Applying for a Grant

Grant funding is generally for specific projects. Below are a few tips to help you successfully apply for a grant:

- **Guidelines and forms** - Carefully read all the guidelines and application forms before you start to fill them out. Make sure your project fits the guidelines.
- **Discuss requirements** - Talk to the funding body about the requirements. Check the program target group and whether there are any new or expanded services available.
- **Canvass support** - Get support from other organisations and explore local political support if necessary. You can also obtain a letter of support from Netball NSW.
- **Deadlines** - Be aware of them and adhere to the application deadline. Double check your application - have you attached all relevant supporting material?
- **Confirmation** - Get confirmation from the funding agency that your submission has been received.
- **Successful applicants** - If you are successful, keep the funder up to date with the progress of the project. Acknowledge the funding agency on signage or promotional material.

Links

Below are some links that could help you find grants:

- [www.grantslink.gov.au](http://www.grantslink.gov.au)
- [www.australiangovernmentgrants.org](http://www.australiangovernmentgrants.org)

It may also be a good idea to keep an eye out on organisations who offer small community grants such as McDonalds, Telstra, Woolworths, NRMA, Commonwealth and IMB. A simple google search will bring up details plus much more information.

11-Dec-2015

*Information may be subject to change, please ensure you have the latest copy downloaded from the website*
Appendix

Appendix A: Fair Trading

A1 Form (Application for Reservation of Name)

More information and forms can be downloaded from the Fair Trading website:


A2 Form (Application for Registration of an Incorporated Association)

A2 form:  
Appendix B: Willis Match Day Checklist

A match day checklist can be downloaded from the Willis website:

http://www.willisnetball.com/matchdaychecklist
Appendix C: Willis Personal Accident Claim Form

A Personal Accident Claim form can be downloaded from the Willis Insurance website:

http://www.willisnetball.com/accidentclaimform
Appendix D: Individual Participant Registration Form

A copy of the Individual Participant Registration form can be downloaded from the Netball NSW website:

Netball NSW Participant registration form
Appendix E: MyNetball User Agreement

A copy of the User Agreement form can be downloaded from the Netball NSW website:

User agreement
### Appendix F: Setup guidance checklists

Note: the following checklists are resources available from the Office of Communities Sport and Recreation Running Your Club resource workbook which can be downloaded [here](#), they are not a requirement to be completed.

#### Planning and reporting checklist

Clubs want to increase membership, raise funds, attract and retain volunteers, develop coaches and officials and maintain good financial and governance management practices. Planning is a process of mapping out how a club can successfully achieve these goals.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
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<tbody>
<tr>
<td>Does your club have a detailed 3-5 year business plan?</td>
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<td>Does the business plan articulate responsibilities to volunteers to implement the plan?</td>
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<td>Does the business plan articulate clear time lines?</td>
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<td>Does the business plan articulate clear strategies and actions?</td>
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<tr>
<td>Does your club have a budget for implementing the plan?</td>
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<td>Is the business plan used to drive the agenda of the meetings of your club?</td>
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<tr>
<td>Does every member of your club board or committee understand the budget?</td>
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<td>Does your board or committee review variances between actuals and budgets at every club meeting?</td>
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<tr>
<td>Do you have operating and financial Key Performance Indicators (KPI) is an operational tool used to determine success or failure of performance) for club board or committee?</td>
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<tr>
<td>Do your board or office bearer’s i.e. directors understand the KPI’s?</td>
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</table>
## Budget operating checklist

Not for profit clubs are permitted to budget for operating surplus to accumulate wealth for the benefit of its members.

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
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<tbody>
<tr>
<td>Did your club have an operating surplus last year?</td>
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<td>Has your club registered an operating surplus for each of the past 3 years?</td>
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<tr>
<td>Was the operating surplus for this financial year larger than for the previous financial?</td>
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<tr>
<td>Does your club have clearly stated financial forecasts for KPI’s?</td>
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<tr>
<td>Are these forecasts presented at each board or committee meeting?</td>
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<tr>
<td>Do you have an actual and target result for each area of the budget which is in line with the business plan?</td>
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<tr>
<td>Do you have written policies on how money is received, banked and spent?</td>
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<td>Does your finance director i.e. treasurer hold any relevant financial qualifications?</td>
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<tr>
<td>Do you have a secure method of cash handling?</td>
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<tr>
<td>Do you have a diversification of revenue streams?</td>
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<tr>
<td>Are these income streams protected i.e. by rules, agreements, contracts?</td>
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<tr>
<td>Do you have clearly stated responsibilities for each revenue stream?</td>
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<tr>
<td>Does your committee have input into budget development?</td>
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<tr>
<td>Does our committee have financial delegation?</td>
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<tr>
<td>Is financial delegation in a written policy?</td>
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<tr>
<td>Do you have clear reporting systems in place to actively monitor revenue and expenses streams?</td>
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</tbody>
</table>
### Marketing and promotions checklist

Promoting and raising the profile of your sport is a major challenge. Competition in the market place for sponsorship and media is also a significant challenge for clubs/associations.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a marketing / promotions committee?</td>
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<tr>
<td>Is there an office bearer assigned to this committee?</td>
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<tr>
<td>Do you have a written marketing and promotions plan?</td>
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<tr>
<td>If you have a plan, does it clearly set out strategies, actions, responsibilities and timelines?</td>
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<tr>
<td>Do you have a written sponsorship policy?</td>
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<tr>
<td>Have you undertaken a review of sponsorship in the last 12 months?</td>
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<tr>
<td>Do you have a written media policy?</td>
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<tr>
<td>Have you undertaken a review of your media policy in the last 12 months?</td>
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<tr>
<td>Do you work with local media, sending them regular articles, messages and news of events?</td>
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</tbody>
</table>
## Risk management checklist

Risk management is increasingly important for volunteers, paid staff and stakeholders of clubs/associations and is an essential component of good governance. It also provides some protection for members of boards and committees in the event of legal or financial claims or other adverse outcomes.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you review your risks on an annual basis?</td>
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<tr>
<td>Is there a written risk management policy for your club?</td>
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<tr>
<td>Do you review your insurance policies as part of your review of risks?</td>
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<tr>
<td>Have you discussed and reviewed the need for the following insurance cover – Public Liability, Professional Officers, Officers and Directors, sports injury, travel building and contents?</td>
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<tr>
<td>Do you review your insurance for special events?</td>
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<tr>
<td>Do you ask any providers to supply a copy of their own insurance?</td>
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<tr>
<td>Have you completed an independent review of club assets in the past 12 months?</td>
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<tr>
<td>Do you have the necessary equipment for first aid?</td>
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<tr>
<td>Have staff / volunteers completed the new Working With Children Check?</td>
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<tr>
<td>Do you have suitable equipment and appropriate safety practice?</td>
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<tr>
<td>Do you have a sport safety plan which includes medical action strategies?</td>
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</table>
### Governance and compliance checklist

If your club is incorporated either as an association (Associations of Incorporation Act) (1984) as office bearers you are responsible as good governance to develop relevant policies, systems and procedures to comply with laws and regulations i.e. incorporation, business registration, copyright, occupational health and safety, discrimination, child protection etc.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
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<tbody>
<tr>
<td>Do you understand your legal obligations as an office bearer?</td>
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<tr>
<td>Does your club review its governance and compliances risks on an annual basis?</td>
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<tr>
<td>Does your club have a written governance policy outlining the powers of your board and committees and responsibilities of officers?</td>
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<td>Does your club openly comply with all incorporation compliance obligations on an annual basis?</td>
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<td>Does your club have a written member protection policy?</td>
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<tr>
<td>Does your club comply with any WorkCover requirements (paid staff only)?</td>
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<td>Does your club have a written harassment free policy?</td>
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<tr>
<td>Are all the above policies and processes communicated to your members?</td>
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</table>
Members and communication checklist

Key to club success is strong membership base.

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<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
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<tbody>
<tr>
<td>Does your club collect membership statistics including ages and duration of membership?</td>
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<tr>
<td>Does your club track membership growth?</td>
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<tr>
<td>Have your player numbers grown since last year?</td>
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<td>Have your player numbers grown over the past five years?</td>
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<tr>
<td>Do you conduct membership drives?</td>
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<td>Do you have a growth target?</td>
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<tr>
<td>Do you track membership retention?</td>
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<tr>
<td>Do you have a written membership policy?</td>
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<tr>
<td>Is this policy communicated to members?</td>
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<tr>
<td>Do you have membership strategies and actions in your business plan?</td>
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<tr>
<td>Is the email and internet an integral part of your communication strategy?</td>
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</table>
### Volunteer checklist

Your club will not experience sustainable growth if you are unable to recruit and retain volunteers.

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
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<tbody>
<tr>
<td>Has your club conducted an audit of number, skill level and type of volunteers over the past 12 months?</td>
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<tr>
<td>Do your clubs junior coaches have basic coaching qualifications?</td>
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<td>Do your club umpires / referees receive basic tuition?</td>
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<tr>
<td>Do you ensure that all office bearers receive basic training in regards to their legal obligations?</td>
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<tr>
<td>Do you have a training policy?</td>
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<tr>
<td>Do you have education and training strategies and actions in your business plan?</td>
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<tr>
<td>Do your volunteers understand their legal obligations and rights under NSW law?</td>
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<tr>
<td>Do you provide all volunteers with a job description outlining their roles and responsibilities?</td>
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<tr>
<td>Do you have a volunteer plan which outlines how you recruit, retain, manage and reward your volunteers?</td>
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<tr>
<td>Do you inform your volunteers of insurances cover?</td>
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</tbody>
</table>
**Subcommittee and team work checklist**

The trend today is for clubs to have far smaller boards with greater use of sub-committees for planning purposes. Generally, sub-committees should report to the board once a year on their annual plan and periodically report to the board through the executive officer.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Detail action required to address no responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have policy/by-laws/regulations covering the recruitment process for committee members?</td>
<td></td>
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</tr>
<tr>
<td>Do you have policy/by-laws/regulations covering the roles and responsibilities of committees and members?</td>
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<tr>
<td>Do you have members who readily involve themselves in committee work?</td>
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<tr>
<td>Are your committee members drawn from a range of backgrounds?</td>
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<tr>
<td>Do your committees work towards a common goal?</td>
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<tr>
<td>Do you communicate to your committees the mission and vision of your club?</td>
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<tr>
<td>Do your committee members willingly accept responsibility?</td>
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<tr>
<td>Do your committee members ask questions and seek answers?</td>
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<tr>
<td>Do they work cohesively?</td>
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</tbody>
</table>
### Sports health and community strength checklist

Distance, cost of the sport, time commitments of parents and the culture of the club are all factors which may impact on growth and sustainability of the club. Responsible clubs/associations will also promote their benefits and strength to their local community.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>If no, why not?</th>
<th>Detail action required to address no responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a junior development policy?</td>
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<tr>
<td>Do you have sufficient qualified coaches for all junior teams?</td>
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<tr>
<td>Do you have sufficient qualified umpires/referees for all junior competitions?</td>
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<tr>
<td>Do you have sufficient qualified umpires/referees for all other competitions?</td>
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<tr>
<td>Do you have strategies to accumulate financial profits for member benefits and to grow your sport?</td>
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<tr>
<td>Are these strategies communicated to members?</td>
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<tr>
<td>Do you have activities that are suitable for juniors i.e. modified rules/equipment/age groupings/game formats?</td>
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<tr>
<td>Do you have suitable payments options for parents and senior players?</td>
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<tr>
<td>Do you run activities at a suitable time and location for children to access your sport?</td>
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<tr>
<td>Do you conduct activities/events which emphasise skill development, participation and enjoyment?</td>
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<tr>
<td>Does your club promote a welcoming environment for parents and their children?</td>
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<tr>
<td>Does your club conduct activities/events that will suit the different interests of children?</td>
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<tr>
<td>Have policies requiring people to refrain from drinking alcohol and smoking on the side-lines of junior games?</td>
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<tr>
<td>Have a sun smart policy?</td>
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<tr>
<td>Use preventative measures and methods to limit injuries occurring?</td>
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<tr>
<td>Have codes of behaviour for office bearers, volunteer coaches, parents, players, spectators etc?</td>
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<tr>
<td>Have grievance handling policies and procedures in place to handle disputes between members and officials?</td>
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<tr>
<td>In all communications promote the benefits of your sport to parents, members, players and the general community?</td>
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<tr>
<td>Do you have volunteer feedback facility?</td>
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</tr>
<tr>
<td>Question</td>
<td>Answer</td>
<td></td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>When volunteers resign from participating club roles do you provide them with a volunteer survey seeking their feedback?</td>
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<tr>
<td>Do you have a member’s feedback facility?</td>
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<tr>
<td>Are you actively involved in State, Zone or District Association meetings?</td>
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<tr>
<td>Do your Board members reflect your membership?</td>
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<tr>
<td>Do you practice gender equity in composition of your board and committees?</td>
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<tr>
<td>Do your board members set the standard for your members?</td>
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<tr>
<td>Do your volunteers have a club uniform?</td>
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<tr>
<td>Do you produce a regular e-newsletter or hard copy newsletter to your members keeping them abreast of the activities of the club?</td>
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<tr>
<td>Would you describe the relationship between your board, volunteers and members as professional, cohesive and functional?</td>
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<tr>
<td>Does your club have an alcohol management policy?</td>
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<tr>
<td>Do you have a “standard” by which all your members are treated?</td>
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<tr>
<td>Would you describe your club as promoting a safe and happy environment to your local community?</td>
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</tbody>
</table>
## Appendix G: Financial duties guidance checklist

### Clubs with no paid staff

Have you considered these for your club?

<table>
<thead>
<tr>
<th>Cash controls</th>
<th>Yes</th>
<th>No</th>
<th>Action required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you ensure that all cash that comes into the club is collected, receipted if necessary and subsequently banked?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do you have records that identify which cash comes from members, canteen sales etc and which is from a sponsor or from fundraising?</td>
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<tr>
<td>The signatories for cheques are authorised by the board. Do you retain receipts and documentation for funds expended?</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial statements</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Are the financial statements for your club prepared and provided to appropriate members/directors?</td>
<td></td>
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<tr>
<td>Do you or someone else in the club have the skills to review and analyse the financial statements to identify significant issues?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Budgets and cash flow management</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Does your club have a budget?</td>
<td></td>
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<tr>
<td>If a large purchase/expenditure is going to occur, have the cash flow implications on the club been considered (i.e. given the timing of the expense, will the club run out of money?)</td>
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<tr>
<td>At year end, is the budgeted result compared with the actual result?</td>
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</tr>
<tr>
<td>Do you have a process for managing and monitoring accounts payable and accounts receivable?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Statutory matters</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Are you aware of statutory rules and requirements governing your club in relation to when you produce financial statements, what needs to be produced, and who requires/is entitled to a copy?</td>
<td></td>
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</tr>
<tr>
<td>Have you arranged for an audit of the financial statements (if required) and notified the auditor as to when they will receive the work, and when it is due?</td>
<td></td>
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</tr>
<tr>
<td>Do you understand the extent of any personal liability you may have if you enter into transactions on behalf of the club which the club cannot pay for?</td>
<td></td>
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<tr>
<td>Are you required to be registered for GST? If so do you know the paperwork obligations relating to GST such as BAS completion and tax invoices?</td>
<td></td>
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</tbody>
</table>
### Clubs with paid staff

Have you considered these for your club?

| Cash controls       | | | |
|---------------------|-----------------|---|
| Do you ensure that all cash that comes into the club is collected, receipted if necessary and subsequently banked? | Yes | No |
| Do you have records that identify which cash comes from members, canteen sales etc and which is from a sponsor or from fundraising? | Yes | No |
| The signatories for cheques are authorised by the board. Do you retain receipts and documentation for funds expended? | Yes | No |
| Is there separation of duties where possible? E.g. if possible, the employee who collects cash should not be the same person who prepares the accounting entries recording it or the same person who subsequently banks the money. | Yes | No |

| Financial statements | | | |
|----------------------|-----------------|---|
| Are the financial statements for your club prepared and provided to appropriate members/directors? | Yes | No |
| Do you or someone else in the organisation have the skills to review and analyse the financial statements to identify significant issues? | Yes | No |
| Is there a process to review the accuracy of the bookkeeping work? | Yes | No |

| Budgets and cash flow management | | | |
|---------------------------------|-----------------|---|
| Does your club have a budget? | Yes | No |
| If a large purchase/expenditure is going to occur, have the cash flow implications on the club been considered (i.e. given the timing of the expense, will the club run out of money?) | Yes | No |
| At year end, is the budgeted result compared with the actual result? | Yes | No |
| Do you have a process for managing and monitoring accounts payable and accounts receivable? | Yes | No |

| Statutory matters | | | |
|--------------------|-----------------|---|
| Are you aware of statutory rules and requirements governing your club in relation to when you produce financial statements, what needs to be produced, and who requires/is entitled to a copy? | Yes | No |
| Have you arranged for an audit of the financial statements (if required) and notified the auditor as to when they will receive the work, and when it is due? | Yes | No |
| Do you understand the extent of any personal liability you may have if you enter into transactions on behalf of the club which the club cannot pay for? | Yes | No |