



Netball NSW

Affiliation and Membership Policy

Adopted by New South Wales Netball Association Ltd at its Board Meeting held on 30 June 2020

Last Reviewed: 30 June 2020

Next Reviewed: 1 October 2020

Contents

1	Purpose of this Policy	3
2	Benefits of Affiliation and Membership	3
3	New Association Affiliates	5
4	Association Affiliation	5
5	Individual Member Renewal	6
6	Registration of Members	7
7	Refund of Individual Membership Fees	8
8	Payment of Membership Capitation Fees	9
9	Secondary Registration	10
10	Trialling Members and Day Registrations	10
11	Roles and Responsibilities of Netball NSW and Affiliated Associations	11
11	Schedule A	13
12	Schedule B	13

1 Purpose of this Policy

1.1 The purpose of this policy is to outline:

- a) the requirements of affiliation with the New South Wales Netball Association (“**Netball NSW**”) and Netball NSW’s expectations of affiliates in regards to affiliation and membership;
- b) The process that applies to renewal of an affiliation with Netball NSW and an application for affiliation with Netball NSW;
- c) The process that applies to the renewal of an Individual Member’s membership of Netball NSW and to an application to become an Individual Member of Netball NSW; and
- d) The respective roles and responsibilities of Netball NSW and Affiliated Associations.

1.2 In this policy, unless otherwise stated, capitalised terms have the same meaning given to those terms in the Constitution.

2 Benefits of Affiliation and Membership

2.1 When an Association affiliates with Netball NSW it has the benefit of a wide range of services from grass roots level through to the elite level.

2.2 Netball NSW provides affiliated Associations with:

- a) Membership of Netball Australia, the recognised peak body of Netball in Australia and recognised member of the International Netball Federation;
- b) The ability to contribute and influence the direction of the sport through voting on the election of Board Directors and other strategic matters as set out in the Constitution;
- c) Access to a range of sports governance and sports development support services as well as professional development, including advice on constitutional matters, policy templates, a member protection framework, operating procedures, and complaint management;
- d) A cost effective and sport specific insurance program;
- e) Advocacy and representation of and for netball at Local, State and Federal levels of Government;
- f) A comprehensive and nationally recognised coach, umpire and official’s education program and accreditation pathway, including access to courses, resources, workshops, accreditation, talent identification (TID) and networking opportunities, to further their netball pursuits along with high performance pathways;
- g) Pathways for athletes to further their netball pursuits through NetSetGo, clinics, Academies, State Teams, Talent ID, competitions and tournaments;
- h) Community Development – inclusion programs, sporting school programs, training, education, resources, support and information;
- i) Facility Development – technical information and support, planning, development and project management support, funding application and advocacy for facility development;

- j) Regional Development - regional staff based in selected locations to provide support and information, assist in building and strengthening relationships within the community and advocate for advancements in netball at a regional level;
- k) Access to all Netball NSW participation products;
- l) Access to a nationally compliant membership database system which facilitates self-registration, participant information management, competition management, communication tools, accreditation recording and learning resources; and
- m) Access to a range of competition structures from Regional State Leagues, Premier League and Metro League through to Netball NSW Senior and Junior State Titles.

2.3 Subject to Clause 2.4, Netball NSW only provides access to Netball NSW and Netball Australia services and programs to affiliated Associations, and so if clubs, teams and other organisations wish to gain access to those services and programs, they must be affiliated with their respective affiliated Association.

2.4 The restriction described in Clause 2.3 above, do not, however, apply in respect of:

- a) A variety of Netball Australia free online courses which are made available to non-members; or
- b) To individuals teaching in education institutions, approved Netball NSW higher education institutions and/or employees of Netball NSW delivering approved programs, who are participating in an accredited course approved by Netball NSW

Provided always that if a person who holds an accreditation as a result of completing one of these courses or programs wishes to coach, umpire or act as a technical official or administrator in an affiliated Netball NSW competition or event, they should be registered as an Individual Member of Netball NSW

2.5 Additional membership categories may be implemented and the financial arrangements will be determined at the time of introduction of the product.

2.6 The following applies in respect of the insurance coverage that applies to affiliated Associations and Individual Members:

- a) All registered financial Individual Members of Netball NSW will be covered for Personal Accident Insurance in accordance with the membership terms and conditions applying to the Netball Australia Personal Accident Policy.
- b) Insurance coverage for Affiliated Associations and Individual Members includes: Public Liability, Professional Indemnity, Personal Accident, Property Insurance (for Associations) and Association Liability – including Directors and Officers.
- c) In accordance with the Netball NSW Insurance Policy, coaches, umpires and bench officials will only be covered for Professional Indemnity insurance if they maintain a current accreditation in their respective disciplines.
- d) Further information on the insurance coverage can be found at <http://netball.vinsurance.com.au>

3 New Association Affiliates

- 3.1 Each new proposal for Affiliation with Netball NSW is required to be presented to the Netball NSW Board by 30 June each year to be considered for the November Council Meeting.
- 3.2 The proposal for affiliation must outline at a minimum the below:
- What is the basis/purpose for forming the new Association?
 - What would be the approximate membership of the new Association?
 - Is there currently another Netball NSW affiliated Association within the proximity of the proposed Association?
 - Who are the contacts (minimum of 2) for the proposed Association?
 - Has the proposed Association developed a project/action plan (concerning Incorporation, Governance structures, etc.) and feasibility investigations in regards to its creation?
 - Has the proposed Association made formal contact with any affected local stakeholders (facility/Council/ existing Association within the area etc.)?
- 3.3 On receipt of the proposal, the Board of Netball NSW will determine if the application may progress to November Council Meeting as well as consult with concerned stakeholders.
- 3.4 All new affiliate applications require Netball NSW Council to approve by a majority vote at the November Council Meeting annually.

4 Association Affiliation

- 4.1 Each Association that wishes to be affiliated with Netball NSW in accordance with Clause 9.4 of the Constitution and the terms of this policy must pay to Netball NSW, by no later than 1 April in each year, the annual Association Affiliation Fee.
- 4.2 The annual Association Affiliation Fee payable by each Association is calculated by reference to the number of Individual Members registered with that Association in the immediately preceding calendar year. The annual Association Affiliation Fee payable by each Association for the calendar year is set out in Schedule A to this policy, however, the annual Association Affiliation Fee that will apply for subsequent years remains subject to any changes.
- 4.3 To become a new affiliate or remain affiliated, each Association must complete the Application for Membership as an Affiliated Association Form online and lodge a copy of that Form signed by the Association representative with Netball NSW by no later than 1 April in the relevant calendar year, together with a current copy of that Association's Constitution and a copy of that Association's annual financial statements for the immediately preceding financial year (to the extent provided by law in accordance with the Department of Fair Trading). Where an Association fails to submit the required documentation on time or at all, Netball NSW may require the Association to show cause as to why they should remain affiliated with Netball NSW.
- 4.4 Where an Association has been required by Netball NSW to show cause in accordance with Clause 4.3, but has not satisfied the outstanding requirements by the subsequent year's affiliation date of 1 April, that Association may be deemed to be an "unaffiliated"

Association by Netball NSW, in which case, the provisions of Clauses 4.8 and 4.9 will apply.

- 4.5 It is a requirement of an Association's affiliation with Netball NSW that each and every Individual Member (as outlined in Clause 6.6 of this policy) of the Association (including a player who obtains a Summer Registration only) is registered in the Netball NSW membership database system.
- 4.6 If an affiliated Association offers services and participation opportunities for participants aged up to and including 10 years, it is a requirement of affiliation that that Association is registered as a NetSetGo Accredited Centre. If NetSetGo is offered through an affiliated club, the affiliated Association must use all reasonable endeavours to ensure that their affiliated club complies with the terms and conditions of being an accredited centre.
- 4.7 Affiliated Associations must only utilise, and must use reasonable endeavours to ensure that their affiliated clubs only utilise, netball competitions, programs and participation products that have been sanctioned or approved by Netball NSW or Netball Australia in accordance with the requirements established for those competitions, programs or participation products. If an affiliated Association establishes, supports or allows another domestic based netball competition, program or participation product other than one that has been sanctioned or approved by Netball Australia and/or Netball NSW, Netball NSW may suspend, remove or determine not to approve the affiliation of that Association in accordance with Clause 9 and 10 of the Constitution.
- 4.8 Where an Association has:
- a) failed to comply with Clause 4.1 or 4.5 of this policy;
 - b) failed to comply with Clause 4.3 and furthermore has failed to show cause within a reasonable time frame;
 - c) failed to comply with Clause 4.4; or
 - d) formally notified Netball NSW of their decision to not affiliate or cease their affiliation with Netball NSW, in accordance with Clause 10.2 of the Netball NSW Constitution,
- Netball NSW may suspend, remove or determine not to approve the affiliation of that Association in accordance with Clause 9 and 10 of the Constitution.
- 4.9 If an Association is no longer affiliated with Netball NSW, the affiliation benefits described in Clause 2 of this policy will be revoked, and Netball NSW will have regard to Clause 10.3 of the Constitution as to whether the Individual Members of that Association may cease or remain as Individual Members of Netball NSW.
- 4.10 Where an Association is deemed to be not affiliated as per Clause 4.8 above, Netball NSW will remove all access to administration users from the Netball NSW membership database system.

5 Individual Member Renewal

- 5.1 In order to become or remain Members, Individual Members (including players who obtain a Summer registration only) must:

- a) Renew their membership or apply for membership with their respective Association and/or club annually by completing the approved *Netball NSW Registration Form online using the Netball NSW membership database system*; and
- b) Pay the annual Individual Membership fees prescribed by Council (if any) to Netball NSW through their respective Association as set out in Schedule “B”.

By registering to become a member of an Association or a club, Individual Members also consent to becoming a member of the Club, Association and Netball NSW and agree to comply with all applicable policies.

- 5.2 In order to remain a financial member, individual members are to renew their membership for the ensuing year by 1 March in the calendar year of renewal.

6 Registration of Members

- 6.1 An Individual member must enter their registration details online using the Netball NSW membership database system. Valid, accurate and complete data must be entered at all times, for each and every individual member, into the Netball NSW membership database system.
- 6.2 It is the responsibility of each affiliated Association and their affiliated Clubs to ensure all Individual Members (including those persons described in Clause 6.6 below and affiliated Associations whom utilise “day registrations) are registered within the Netball NSW membership database system, before the relevant Association’s competition starts, or prior to the Individual Member commencing play. All players must be registered on the Netball NSW database system before any insurance claim can be processed.
- 6.3 If the registration details of an individual are not entered into the NSW membership database system the individual registering with the Association/club will be deemed not to be a registered Individual Member of Netball NSW.
- 6.4 An Individual Member, Club or Association must update the Netball NSW membership database system of any change in personal details of an Individual Member within 21 days of being notified of any changes.
- 6.5 Should a player who is training with a netball team be injured whilst in official team training prior to being entered on the Netball NSW membership database system, then the player must be registered on the Netball NSW database system for that calendar year for any insurance claim to be processed.
- 6.6 Persons who are affiliated with a Club/Association in any capacity (including Summer registrations) are to be a registered Individual Member before participating in any Netball NSW or affiliated Club / Association activity. This includes but is not limited to:
 - a) All Association and Club Executive Members
 - b) All Association and Club Administrators
 - c) Coaches and Assistant Coaches
 - d) Team Managers

- e) Umpires
- f) Bench Officials
- g) Other Officials and/or other person who is not already registered as a playing member of an Association

7 Refund of Individual Membership Fees

7.1 Once an Individual Member registration has been entered on the Netball NSW membership database system, that Individual Member shall not be entitled to claim a refund of the Netball NSW capitation fee component of Membership Fees after 29 February in the relevant year, unless extenuating circumstances exist.

7.1.1 Due to the impact of COVID-19 and based on the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020* in place as at 1 July 2020, the following will apply in 2020:

- a) Any Individual Member who, due to any circumstance, no longer wishes to participate in the season in which they were registered as at 30 June, may request a refund of the Netball NSW capitation fee component of Membership Fees, subject to:
 - i. Completion of the designated form distributed by NNSW and return of that form to the Individual Member's affiliated Association;
 - ii. The Individual Member having not played in a competitive netball match in 2020;
 - iii. The Individual Member having not made a Sports Injury Insurance claim in 2020.
- b) Where a NSW Government Active Kids Voucher has been used as part of a registration, Netball NSW will not refund the Netball NSW capitation fee component of the Membership Fees.
- c) All requests for a refund of the Netball NSW capitation fee component of Membership Fees in accordance with item (a) above must be received by Netball NSW by no later than 31 July 2020.
- d) Any costs incurred by Netball NSW as part of the Individual Membership will not be refunded, ie. NetSetGO packs.
- e) Netball NSW will de-register the Individual Member in the Netball NSW Membership Database System upon the finalisation of the refund request.
- f) If an Individual Member wishes to re-register later in the year for a subsequent competition, the full registration fee applicable to that competition will be payable.

7.2 Applications of extenuating circumstances will be assessed on a case by case basis by Netball NSW and this decision will be final.

7.3 Extenuating circumstances are defined below:

- a) Pregnancy
- b) Serious injury or illness prior to the netball season commencing

Please note: that not having room for a participant to participate is not an extenuating circumstance.

- 7.4 No Membership refunds will be given once the competition has commenced or where the member has made a Sports Injury Insurance claim.
- 7.5 A registered Individual Member who has participated in any Association/Club training, non-competitive or competitive netball matches or netball activities that falls within an Association and/or Netball NSW jurisdiction is not entitled to a refund of the capitation fee that is paid to (and retained by) their Association as part of an Individual Member's Individual Membership Fee or of the Netball NSW capitation fee component of an Individual Member's Individual Membership Fee.
- 7.6 Netball NSW reserves the right to consider refund applications received from individuals through the refund application process on the basis of extenuating circumstances.
- 7.7 All refund requests need to be made through the Netball NSW approved process.
- 7.8 Netball NSW reserves the right to make decisions in its absolute discretion in respect of individual refund applications made in respect of the Netball NSW capitation fee component of Membership Fees.
- 7.9 Membership refunds will not be paid prior to membership fees to which the refund relates being paid for either by the individual, club or Association.
- 7.10 Netball NSW will credit Association for any approved refunds unless extenuating circumstances exist.

8 Payment of Membership Capitation Fees

- 8.1 Netball NSW will invoice Associations monthly for capitation fees payable in respect of each member of that Association registered on the Netball NSW membership database system. A credit of the Netball NSW capitation fee component of Membership Fees may be issued for Individual Members by Netball NSW, up until 29 February in the same year or if extenuating circumstances exist.
- 8.2 Associations are required to make payment in full of the invoice within 30 days of the invoice date.
- 8.3 Failure to make payment of the invoiced amount by the specified date will render the Association as unfinancial with Netball NSW. The consequences of this action will mean that the affected Association will not be permitted to participate in any Netball NSW competition, until such time as the outstanding monies are paid in full.
- 8.4 All Associations agree to Netball NSW, or its authorised representative to randomly conduct an audit of its membership records and those of their Clubs to ascertain membership numbers, membership categories, accuracy of registration details and the person's financial registration status.

9 Secondary Registration

- 9.1 An Individual Member may register with more than one Association and/or Club in the same year, in which case the primary registration will be with Club and/or Association that first registers the player through the Netball NSW membership database system, and the secondary registration will be with the other Club and/or Association. Notwithstanding this, a player having more than one registration will only be charged one annual Individual Membership Fee in the relevant calendar year.
- 9.2 Once a player has been registered through the Netball NSW membership database, no refunds will be made under any circumstances except where an application for a refund is made in accordance with Clause 7 of this policy.

10 Trialling Members and Day Registrations

- 10.1 For the purpose of encouraging new participants to netball and embracing introductory netball programs, Netball NSW will not require “trailing member” who participates in the following events to register as Individual Members with Netball NSW if they only participate in those events for a maximum period of four weeks:
- Come and Try Days;
 - NSW Swifts Clinics;
 - GIANTS Netball Clinics
 - Gala Days;
 - School Holiday Programs;
 - Inclusion Programs (including Oceania Cup and other culturally specific events); and
 - Any other event as determined by Netball NSW
- 10.2 An Affiliated Association must notify Netball NSW of these events for those events to be Netball NSW approved and sanctioned events. Netball NSW should be notified of the date, timings and details surrounding the events to enable Netball NSW to provide relevant information to its insurers at least 14 days before the event is to be held.
- 10.3 During such Netball NSW sanctioned events, participants will be notified that they are “Trialling Members” for the purposes of the event.
- 10.4 “Trialling Members” will be covered for Personal Accident Insurance under the Netball NSW Insurance Policy, for the duration of the event they are participating in, provided details have been captured to include as a minimum: date of event; event venue; Club/Association delivering event; participants full name, date of birth, address and email or phone number.
- 10.5 It is the responsibility of the Association and/or club to capture and record the details of all “Trialling Members” players to ensure accurate data is captured in respect of any claims that may occur as a result of the activities undertaken during the event.

11 Roles and Responsibilities of Netball NSW and Affiliated Associations

11.1 Netball NSW will:

- a) Work to secure the ongoing development of netball in NSW by continuing to develop and implement its strategic and operational plans
- b) Identify and reduce barriers that impact netball participation in NSW
- c) Actively promote and market the sport of netball and work to assist Affiliated Associations to profile and grow netball at the local level.
- d) Manage and maintain the affiliation system, inclusive of the technology platform-
- e) Appropriately manage personal information provided as part of the affiliation and membership process to ensure it is collected, used and disclosed in accordance with the Netball Australia Privacy Policy (this policy also applies to Netball NSW)
- f) Cover Associations and Individual Members under the National Insurance Policy
- g) Build on the capacities of Associations and clubs through providing information and support, relevant professional development and capacity building education opportunities for the Netball NSW volunteer and paid workforce.
- h) Develop and deliver progressive coach, umpire, bench official, player development and talent identification programs and opportunities.
- i) Support Association personnel across NSW with information and guidance on matters pertaining to netball
- j) Coordinate and manage Netball NSW events, competitions and new product offerings
- k) Provide leadership in the development of netball specific policies and procedures
- l) Respond promptly and professionally to issues raised that require Netball NSW's attention
- m) Provide relevant resource materials and information on Netball NSW's website
- n) Provide support and information to Netball NSW's members (players, coaches, umpires, administrations and committee members) and affiliates subject to the provisions of the Constitution and regulations of Netball NSW.

11.2 Each Netball NSW Affiliated Associations will:

- a) Complete and submit online form Netball NSW Affiliation Form and supporting documentation as requested
- b) Be a not for profit incorporated association or company limited by guarantee
- c) Administer competitions
- d) Adhere to the official rules of netball, NetSetGo rules, Fast5 rules, the national coaching and officiating accreditation scheme
- e) Enrol all NetSetGo participants into every program and/or competition that they participate in through the Netball NSW membership database
- f) Adhere to the NetSetGo Centre terms and conditions as outlined in the NetSetGo Centre Registration form on Netball NSW membership database
- g) Adhere to the Fast5 terms and conditions as outlined in the Fast5 sub-license agreement
- h) Have a constitution and bylaws/policies which are aligned to the purpose of Netball NSW and the Netball NSW Constitution

- i) Adhere to the Netball NSW Constitution, policies and procedures (updated from time to time) published on the Netball NSW website in conjunction with the Affiliated Association Constitution, bylaws and policies.
- j) Accept the authority of Netball NSW in all matters pertaining to netball in the state of NSW as determined by the Netball NSW Constitution
- k) Ensure that Working with Children Check provisions are observed at all times
- l) Provide a safe, fair and inclusive environment for everyone involved in netball within their Association
- m) Promote, circulate and advocate adherence to the above outlined policies and procedures to all clubs, members and participants within their Association.
- n) Register all players and officials during the current calendar year; collect all required data pertaining to the registered players and officials; and pay relevant membership fees
- o) Be a financial member of Netball NSW by payment of the affiliation fees levied by Netball NSW by the due date
- p) Support initiatives and strategies in the best interests of the Netball NSW Strategic Plan
- q) Act as a positive advocate for netball and Netball NSW in the local community
- r) Be proactively communicating with Netball NSW on issues of concern
- s) Provide Netball NSW with up to date information on key contact personnel in a timely manner
- t) Ensure information provided by Netball NSW to their Association is appropriately shared with clubs who form part of that Association.

11 Schedule A

11.1 Association Affiliation Fee Schedule

(i)	Membership up to 500 individual members	\$103.46
(ii)	Membership 501 – 1,000 individual members	\$206.91
(iii)	Membership 1,001 – 2,000 individual members	\$275.88
(iv)	Membership 2,001 and over	\$413.82

Note: *All Affiliation fees are GST inclusive.*

12 Schedule B

12.1 Definitions of Members:

- (i) *Senior*
Senior players (including Summer registration only players), who have reached or will reach 18 years of age by December 31 in the year of play.
- (ii) *Junior*
Junior players (including Summer registration only players),, who have reached or will reach between 10 and 17 years of age by December 31 in the year of play.
- (iii) *NetSetGo!*
Players who have reached or will reach up to 10 years of age by December 31 in the year of play.
- (iv) *Non Players*
Non Players are defined as any person acting in a capacity of a team coach, team manager, assistant coach, umpire, administrator, official and/or other person who is not already registered as a playing member of an Association
- (v) *All Abilities*
All Abilities Players are defined as any person who holds a valid concession card for a disability pension and/or a member of Sports Inclusion Australia. In the case of children under the age of 18 years who are defined within this category, it is permissible for the parent / guardian to hold the concession card on their behalf.

12.2 Individual Membership Payment Schedule

(i)	Senior	\$90.14
(ii)	Junior	\$68.48
(iii)	NetSetGo!	\$66.19
(v)	Non Player	\$46.78
(vi)	All Abilities	\$30.82
(vii)	Senior (Summer only)	\$63.10

(viii) Junior (Summer only) \$47.93

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

12.3 Summer Registration Members (1 September – 31 December only)

- (i) This membership fee sits alongside the normal membership categories of Senior and Junior Individual Members.
- (ii) This membership option is targeted at Associations that hold a social/twilight competition under traditional rules allowing for both mixed, male only and female only competitions.
- (iii) This fee option is available to all Affiliated Associations
- (iv) This fee is applicable for individual registrations for members who have not registered for the full 2019 season.
- (v) Associations and Clubs are required to set up Summer Registration fees in order for these to be utilised.

Please note:

- **Played Winter Season at a different Association/Club**

Players who HAVE been previously registered in the 2019 Winter Season and are playing in Summer netball competitions at a different Club are not liable to pay another Netball NSW Registration Fee. In this case, players will need to renew their membership with the new Association/Club.

- **Played Winter Season at the same Association/Club**

Players already correctly registered for the 2019 Winter Season with their Association/Club are not required to re-register or pay additional membership fees in relation to their participation in Summer netball competitions.

- **No discount applies to the Individual Membership fees that are payable for participation in the NetSetGo, All Abilities and Non-Player Membership Categories during the Summer season.**