



## POLICY – Netball Queensland

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

#### Document Control

#### Version Control

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10 February 2020	10	Edit and Revision	CEO

#### Approval

Delegation required for approval: *Chief Executive Officer*

Approving Officer:

Name: Catherine Clark

Signature:

Position: Chief Executive Officer

Date: 11<sup>th</sup> February 2020

#### Purpose and Background

The purpose of this policy is to outline the requirements of affiliation and membership of Netball Queensland. This policy outlines the procedures for Associations and Individual Members applying for or renewing affiliation and membership with Netball Queensland Limited.

#### Applicability

The Chief Executive Officer and General Manager – Delivery Network are immediately responsible for implementation of this Policy.

This policy applies to Netball Queensland Affiliated Member Associations.



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

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

## **2. Association Affiliation**

- 2.1 The annual Association Affiliation period shall be from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.
- 2.2 Each Association must pay an Annual Membership fee prescribed by the Netball Queensland Board. Such fee must be paid by 20<sup>th</sup> March.
- 2.3 The annual membership fee payable by each Association is calculated on the number of total members registered with each Association the previous year and is set out in Schedule "A".
- 2.4 Each affiliated Association shall complete and submit the *Netball Queensland Affiliation Application Form* and provide copies of all documentation requested.
- 2.5 It is a requirement of an Association's affiliation that the Association register each and every individual member (players, coaches, umpires, managers, committee members and volunteers) of the Association in the Netball Queensland MyNetball membership database system.
- 2.6 All affiliated Associations will provide a complete record of participation data for non-member participation activities. For clarity this means declaring all programs, events and competitions delivered or facilitated by the Association (product data) and the participation data collected through these offerings (customer data).
- 2.7 If an affiliated Association offers services and participation opportunities for participants aged up to and including 10 years, it is a requirement of an Association's affiliation that they be registered as a NetSetGO Accredited Centre unless otherwise approved by Netball Queensland.
- 2.8 For Associations to be eligible for affiliation they must not have any old (> 60 days from date of invoice) outstanding fees owing to Netball Queensland to be considered for affiliation as at the affiliation date.
- 2.9 An Association which establishes, supports or allows another domestic based netball competition which is not affiliated with Netball Queensland, may have its affiliation application refused or, if affiliated, may have its membership suspended or face expulsion. In addition, those individual members of the Association may have their membership application refused or, if already accepted, may have their membership suspended or face expulsion.

## **3. Individual Membership Renewal**

- 3.1 In order to remain Members, Individual Members must:
- (i) Renew their membership with their respective Association annually by completing the approved Netball Queensland Individual Participant Online

Registration Form through the Netball Queensland MyNetball membership database system.

- (ii) Pay the annual fees prescribed by the Netball Queensland Board to Netball Queensland through their respective Association as set out in Schedule “B”.

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

- 4.1 It is the responsibility of every affiliated Member Association, and their affiliated Clubs to ensure every individual member is registered with Netball Queensland via the Netball Queensland MyNetball membership database system. Valid, accurate and complete data must always be entered and maintained, for every individual member, including players and non-players, into the Netball Queensland MyNetball membership database system.
- 4.2 Affiliated Associations and Clubs must ensure each individual member is registered for the year into the Netball Queensland MyNetball membership database system prior to participating in netball activities to ensure participant insurance cover is active in the event of an injury taking place.
- 4.3 If a member is not registered in the Netball Queensland MyNetball membership database system in line with clause 4.2 of this policy, the individual will be deemed not to be a registered member of Netball Queensland and will not be covered by the Personal Accident insurance. The individual will not be able to make an injury claim against the Personal Accident Insurance.
- 4.4 A registered individual member who has participated in any Association/Club training, non-competitive or competitive netball matches or netball activities that falls within an Association &/or Netball Queensland’s jurisdiction is not entitled to a refund of the capitation fee as charged to the Association.
- 4.5 Once a member registration has been entered in the Netball Queensland MyNetball membership database system, requests for membership de-registration and/or refund request must be sent to Netball Queensland for consideration.
- 4.6 Valid, accurate and complete data must always be maintained in the Netball Queensland MyNetball membership database system.

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

- 5.1 Netball Queensland will invoice Associations on a monthly basis, for the Association’s registration of their members in the Netball Queensland MyNetball membership database system.
- 5.2 Associations are required to make payment in full of the invoice within 30 days of the invoice date.
- 5.3 Failure to make payment of the invoiced amount by the specified or agreed date will render the Association as non-financial with Netball Queensland. The consequences of this action will mean that the affected Association will not be permitted to participate in any Netball Queensland competition, until such time as the outstanding monies are

paid in full and will put at risk any personal accident injury claims made by an individual member of that Association until monies are paid in full.

5.4 All Associations agree to Netball Queensland, or its authorised representative, randomly conducting an audit of its membership records and those of their Clubs to ascertain membership numbers, membership categories, accuracy of registration details and the person's financial registration status.

5.5 State Events / Competitions.

(i) Participation in any State Event or Competition can only occur where the Association is affiliated with Netball Queensland and all the Association individual members are registered financial members of Netball Queensland.

(ii) Where an Association is affiliated with another Member Organisation, an entry to participate in Netball Queensland competitions can only be accepted on an invitational basis. The relevant team entry fee must be paid.

## **6. Secondary Registration**

6.1 Secondary registration is where a member is registered twice in the same year for a different Club and/or Association.

6.2 Once a player registration has been received by Netball Queensland no refunds will be made except where application is made in accordance with clause 4.5.

6.3 Only one annual fee is payable by a member to Netball Queensland in a calendar year

6.4 A playing member's primary registration will be based on the earliest dated registration form lodged by any Association. Subsequently this Association will incur the capitation fee for this playing member as prescribed in Schedule "B".

## **7. Trialling Members**

7.1 For the purpose of encouraging new participants to netball and embracing introductory netball programs, Netball Queensland will define a "trialling member" as a person who participates in any of the following events:

- Come and Try Days;
- Queensland Firebirds Clinics;
- Gala Days;
- School Holiday Programs;
- Inclusion Programs including culturally specific events, and
- Any other event as determined by Netball Queensland

7.2 During such Netball Queensland sanctioned events participants will be notified that they are trialling members for the purposes of the event.

- 7.3 Trialling Members will be covered for Personal Accident Insurance under the Netball Queensland Insurance Policy, for the duration of the event they are participating in, provided details have been captured to include as a minimum: date of event, event venue, Association/Club delivering event, participants full name, date of birth, address and email or phone number.
- 7.4 It is the responsibility of the Association and/or Club to capture and record the details of all trialling participants to ensure accurate data for any claims that may occur as a result of the activities undertaken.

## 8. Schedule “A”

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

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

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

## 9. Schedule “B”

### 9.1 Definition of Individual Members

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

### 9.2 Individual Membership Capitation Payment schedule – 2019

(i)	Senior	\$90.00
(ii)	Junior	\$90.00
(iii)	NetSetGO*	\$80.30 (\$55 Netball QLD & \$25.30 Netball Australia)
(iv)	Non Playing	\$35.00

*\*‘Net’ programs are considered a program instead of membership and participants will pay the \$55 Netball Queensland Program fee each time they register.*

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