



## POLICY – Netball Queensland

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

#### Document Control

#### **Version Control**

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#### **Approval**

Delegation required for approval: *Chief Executive Officer*

Approving Officer:

Name: Catherine Clark

Position: Chief Executive Officer

Signature:

Date: 27/2/2021

#### Purpose

The purpose of this Policy is to outline the requirements of, and procedures for, affiliation and membership of Netball Queensland (NQ), including registration and renewals.

#### Applicability

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

This Policy applies to NQ Affiliated Member Associations and Affiliates (collectively referred to as Members), Individual Members and Participants as those terms are defined and used in the Constitution.



All membership registrations and renewals must occur online exclusively using the NQ membership and competition management database system, NetballConnect.

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

1.1 Entities who affiliate with NQ have access to a wide range of programs, competitions, intellectual property, education, development and training, member services and benefits from participation at the grass roots through to elite level netball.

1.2 The benefits of affiliation with NQ include (but not limited to):

- (i) affiliation to Netball Australia, the recognised peak body for Netball in Australia and recognised member of the International Netball Federation;
- (ii) recognition as an affiliate of netball's peak governing body in Queensland which may, among other things, be a requirement and/or advantage in securing grants and funding;
- (iii) the ability to contribute to and influence the direction of netball as a sport, including (where applicable) through voting on the election of Board Directors, joining Horizon Three project committees and working groups, and participating in other strategic forums and member conferences;
- (iv) access to state-wide crisis management including the leadership and coordination of crisis management response plans, risk management solutions and advocacy for members in emergency response situation such as the COVID-19 global pandemic;
- (v) 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;
- (vi) a cost effective and sport-specific insurance program;
- (vii) advocacy and representation of and for netball at local, State and Federal levels of Government including liaison and advocacy for state-wide infrastructure planning and funding;
- (viii) a comprehensive and nationally recognised coach and umpire education program and accreditation pathway;
- (ix) pathways and programs for athletes, officials and coaches to further their netball pursuits along the high performance pathway;
- (x) access to a membership database system that facilitates self- registration, participant information management, competition management, live scoring, communication tools, accreditation recording and learning resources;
- (xi) access to a range of competitions and events at regional, local and state level, and for schools and education providers; and
- (xii) a premier state league competition, the HART Sapphire Series and Ruby Series, which provides Queensland's best talent with elite level competition.

1.3 NQ will provide access to benefits, services and programs only to Members. Therefore, any club, team or other organisation must be affiliated to NQ or their respective Member.



- 1.4 All registered financial members of NQ 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 Member Associations includes: Public Liability, Professional Indemnity, Personal Accident, Property Insurance (for Associations) and Association Liability – including Directors and Officers.

## **2. Member Association Terms and Conditions**

- 2.1 The annual Member Association affiliation period for 2021 shall be from 1<sup>st</sup> April to 30 December 2021 to facilitate a realignment of the annual affiliation process. Moving forward, the affiliation period will align with the calendar year, being 1 January to 31 December of each year. To ensure that affiliation is renewed prior to the next calendar year and the opening of individual registrations, Member Associations and Affiliates will be invited to undertake re-affiliation around November each year. Therefore, NQ will open the reaffiliation process for the 2022 season in November 2021.
- 2.2 Each Member Association must pay an Annual affiliation fee prescribed by the Netball Queensland Board. Fees must be paid by the due date or a late fee may be applied.
- 2.3 The annual membership fee payable by each Association is calculated on the number of total members registered with each Association and is set out in Schedule “A”.
- 2.4 It is a condition of affiliation and requirement of each Member Association to:
- (i) complete and submit the *Netball Queensland Affiliation Application Form* and provide copies of all documentation requested;
  - (ii) register every individual member (players, coaches, umpires, managers, committee members and volunteers) of the Association in the NetballConnect platform
  - (iii) 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 Member Association (product data) and the participation data collected through these offerings (customer data). This data is critical to optimise NQ’s ability to advocate for netball.

Whilst not a condition of affiliation, we strongly recommend that Member Associations register with the [Sport AUS Game Plan](#) capability platform and undertake at least the four foundation module assessments during the affiliation period (i.e. by December 2021). This is an excellent tool for supporting the capability of member associations and clubs and NQ staff will provide support for Members to take up this opportunity.

- 2.7 If a Member Association offers services and participation opportunities for participants aged up to and including 10 years, it is a requirement of affiliation that they be registered as a NetSetGO Accredited Centre unless otherwise approved by Netball Queensland in writing.
- 2.8 For Member Associations to be eligible for affiliation they must not have any outstanding fees (> 30 days from date of invoice) owing to Netball Queensland as at the affiliation date.
- 2.9 A Member Association that 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, not renewed or terminated.



### **3. Affiliates**

3.1 An Affiliate shall be:

- (a) those entities registered with Netball Queensland as “Affiliates”; and
- (b) any entities which the NQ Board approves as “Affiliates” from time to time.

3.2 Applicants for Affiliate Membership must be engaged in pursuits complementary to the objects of Netball Queensland as outlined in the Constitution, including:

- Community Netball Clubs;
- Queensland state and non-state schools;
- Tertiary Institutions;
- Regional Netball Hubs;
- Indoor Netball Centres;
- League licence holders and teams competing in NQ competitions (as set out in Team Participation Agreements);
- special interest multi-sport associations, such as Police Citizen Youth Clubs and the YMCA; and
- any other organisation, group, or peak body involved in the delivery of netball that does not qualify for Association membership.

3.3 Affiliates accepted by the NQ Board under the Constitution will remain current from the approval date until 31 December of that same year.

3.3 Each Affiliate must pay an annual membership fee as prescribed by the NQ Board or as otherwise stipulated in a contract or license agreement.

3.3 It is a requirement of an Affiliate’s membership that each and every Participant (players and, where appropriate, coaches, umpires, managers, committee members and volunteers) are registered through the NetballConnect platform.

### **4. Individual Membership Renewal**

4.1 In order to remain Members, Individual Members must:

- (iv) Renew their membership with NQ or their respective Member Association annually through the NetballConnect platform;
- (v) Pay the annual fee as prescribed by the NQ Board and set out in Schedule “B”, on registration; and
- (vi) Continue to comply with the Constitution and Policies, including the Member Protection Policy and Code of Conduct & Integrity.

### **5 Registration of Participants**

5.1 It is the responsibility of every affiliated Member Association, Affiliate and their affiliated Clubs to ensure every individual Participant is registered with NQ through the NetballConnect platform. Valid, accurate and complete data must always be entered and maintained, for every individual member, including players and non-players using the prescribed system and procedures.



- 5.2 Individual members must be registered for the year in the NetballConnect platform prior to participating in netball activities to ensure participant insurance cover is active in the event of an injury taking place.
- 5.3 If a member is not registered in the NetballConnect platform, NQ may invoice a Member Association and that Member Associations must make payment in full of the invoice within 30 days of the invoice date.
- 5.4 Failure to make payment of the invoiced amount by the specified or agreed date will render the Member Association as non-financial with NQ. The consequences of this action may mean that the affected Member Association will not be permitted to participate in any NQ competition, event or program, until such time as the outstanding money is paid in full and will put at risk any personal accident injury claims made by an individual member of that Member Association.
- 5.5 All Member Associations agree to NQ, 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. Any material breach identified by NQ as part of its audit must be remedied by the Member Association, at its own cost, in accordance with the reasonable directions of NQ.
- 5.6 A registered individual member who has participated in any Association/Club training, non-competitive or competitive netball matches or netball activities that falls within a Member Association &/or NQ's jurisdiction is not entitled to a refund of the capitation fee as charged to the Member Association.
- 5.7 Once a member registration has been entered into the NetballConnect platform, requests for membership de-registration and/or refund request must be sent to Netball Queensland for consideration. Refunds will be granted only in exceptional or hardship cases.

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

- 6.1 Capitation Fees are collected through the NetballConnect platform at the time of registration. If required by extenuating circumstances, NQ may invoice a Member Association and payment must be made in full within 30 days of the invoice date.
- 6.2 Failure to make payment of the invoiced amount by the specified or agreed date will render the Member Association as non-financial with NQ. Non-financial Member Associations forfeit member entitlements until such time as the outstanding monies, plus any late fees are paid in full. Unfinancial Member Associations put at risk any personal accident injury claims made by an individual member of that Member Association until monies are paid in full.
- 6.3 All Member Associations agree to NQ, or its authorised representative, randomly conducting an audit of its membership records and those of their Clubs to ascertain membership numbers, accuracy of registration details and the person's financial registration status. Any material breach identified by NQ as part of its audit must be remedied by the Member Association, at its own cost, in accordance with the reasonable directions of NQ.
- 6.4 State Events / Competitions



- (i) Participation in any State event, competition or program can occur only where the Member Association is affiliated with NQ and all the Member Association individual members are registered financial members of NQ.
- (ii) Where an organisation is not affiliated with NQ, entry to participate in NQ competitions and events is at the discretion of NQ and is on an invitational basis. The relevant team/Club must pay any fees and cover any costs required by NQ.

## **7. Secondary Registration**

- 7.1 Secondary registration is where a member is registered twice in the same year for a different Club and/or Association.
- 7.2 Once a player registration has been received by NQ no refunds will be made except where application is made in accordance with clause 5.7.
- 7.3 Only one annual fee is payable by a member to NQ in a calendar year.
- 7.4 A playing member's primary registration will be based on the earliest dated registration lodged in the NetballConnect platform.

## **8. Trialling Members**

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

## **9. Affiliation Agreement**

By applying for affiliation to NQ, Member Associations and Affiliates agree to be bound by:

- (i) Code of Conduct and Integrity



- (ii) NQ Policies and Procedures
- (iii) Member Obligations outlined in Section 5 of the Constitution.

These instruments are important in fostering a vibrant healthy culture within the netball community.



## 8. Schedule "A"- Association Member Fees

8.1 NQ has kept Association Affiliation Fees to a minimum with no increases since 2014. The Schedule remains unchanged:

(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" – Individual Membership Fees

9.1 For the purposes of affiliation, Individual Membership categories are defined as per below. These categories are often required for Government reporting; therefore, NQ must have definitions for the following categories:

- (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 Fees – 2021

(i)	Players 11 years+ (Senior and Junior)	\$90.00
(iii)	NetSetGO*	\$80.30 (\$55 NQ, \$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*

