

Bundaberg Netball Association



POLICY – Bundaberg Netball Association Affiliation and Membership Policy

Document Control

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Purpose and Background

The purpose of this policy is to outline the requirements of affiliation and being a member of Bundaberg Netball Association and the procedures for Clubs and Individuals Members applying for or renewing affiliation and membership with Bundaberg Netball Association Inc.

Applicability

The Bundaberg Netball Association Management Committee is immediately responsible for implementation of this Policy.

This policy applies to Bundaberg Netball Association Affiliated Clubs and Members.

1. Benefits of Affiliation and Membership to Bundaberg Netball Association

1.1 Netball Clubs who affiliate with Bundaberg Netball Association, have access to a wide range of services from grass roots and community level through to the elite level of netball.

1.2 Bundaberg Netball Association provides affiliates with:

- (i) Membership of Netball Queensland;
- (ii) the ability to contribute and influence the direction of the sport through voting on the election of Management Committee and other strategic matters as set out in the Constitution;
- (iii) access to a range of sport governance and sport development support services as well as professional development, including advice on constitutional matters, policy templates, a member protection framework, operating procedures, and complaint management;
- (iv) a cost effective and sport-specific insurance program;

- (v) advocacy and representation of and for netball at a local level;
- (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) Bundaberg Netball Association offers a range of competition structures from QSNL, Premier League, through to regional and local competitions.

1.3 Bundaberg Netball Association will only provide access to services and programs for affiliated Clubs.

1.4 All registered financial members of Bundaberg Netball Association 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 Clubs and Association Members includes; Public Liability, Professional Indemnity and Personal Accident.

2. Club Affiliation

2.1 The annual Club Affiliation period shall be from 1st February to 31st January the following year.

2.2 Each Club must pay an Annual Membership fee prescribed by the BNA Management Committee. Such fee must be paid by submission on team sheets each year.

2.3 The annual membership fee payable by each Club is calculated on the number of individual members registered with each Club.

2.4 Each affiliated Club shall complete and submit the *Bundaberg Netball Association Affiliation Application Form* and provide copies of all documentation requested.

2.5 It is a requirement of a Club's affiliation that the Club register each and every individual member (players, coaches, umpires, managers, committee members and volunteers) of the Club in the Netball Queensland membership database system.

2.6 If an affiliated Club offers services and participation opportunities for participants aged up to and including 10 years, it is a requirement of a Club affiliation that they be registered as a NetSetGO Accredited Centre.

2.7 For Clubs to be eligible for affiliation they must not have any old (> 60 days from date of invoice) outstanding fees owing to Bundaberg Netball Association to be considered for affiliation as at the affiliation date.

2.8 A Club which establishes, supports or allows another domestic based netball competition which is not affiliated with Bundaberg Netball Association, may have its affiliation application refused or, if affiliated, may have its membership suspended or face expulsion. In addition, those individual members of the Club 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 clubs annually by completing the approved Netball Queensland Participant Registration Form held by the club or online registration equivalent.
- (ii) Pay the annual fees prescribed by Netball Queensland and Bundaberg Netball Association through their respective clubs as set out in the House Rules.

4. Registration of Association Members

4.1 It is the responsibility of every affiliated Club to ensure every individual member is registered with Netball Queensland via the Netball Queensland NetballConnect system. Valid, accurate and complete data must be entered and maintained at all times, for each and every individual member, including players and non-players, into the Netball Queensland membership database system.

4.2 Affiliated Clubs must ensure each individual member is registered for the year into the NetballConnect System by 1st February, subject to the following circumstances:

- (i) If a Club competition starts prior to this date, all participants must be entered into the NetballConnect System prior to participating in order to confirm registration and ensure participant insurance cover is active in the event of an injury taking place.
- (ii) Registrations received by a Club after 1st February must be entered into the NetballConnect System by the Individual Member registering with the Club and before the member plays in any competition game.

4.3 If the registration details of a member are not entered into the NetballConnect System by the 1st February or 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. Any club which plays a player which is not registered on NetballConnect System before they play a game shall lose any competition points gained until they are registered on the NetballConnect System.

4.4 A registered individual member who has participated in any 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 Club.

4.5 Once a member's registration has been entered in the NetballConnect system, requests for membership de-registration and/or refund request must be sent to Netball Queensland for consideration. Once a member is registered with NetballConnect, the NQ component of the fees is non-refundable.

4.6 Affiliated Clubs must update the NetballConnect system of any change in the personal details of an Individual member within 21 days of being notified of a change. Valid, accurate and complete data must be maintained at all times in the NetballConnect system.

4.7 After the 1st February each year, all players who are training with a netball team of an affiliated Club with the intent of playing netball within a competition structure operated by an affiliated Association must be registered in the NetballConnect system as per clause 4.2(ii).

4.8 Persons who are affiliated Club office bearers, players, managers, coaches, or umpires must be a registered financial member by 1st February each year. If a person joins a Club after 1st February, then the person must be a registered financial member before playing in, or officiating at, any competition game.

5. Payment of Membership Fees Subscriptions and Levies

5.1 All fees for the ensuing year shall be recommended by the Management Committee for determination at the first Management Committee Meeting after the receipt of fees for Netball Queensland.

5.2 Affiliated Clubs shall be liable to pay the Bundaberg Netball Association each year as prescribed in the relevant year's House Rules:

- (i) Affiliated fees – payable with the application for membership
- (ii) Such special levies for any specific purpose as proposed by the Management Committee from time to time, in accordance with the Constitution.
- (iii) Carnival fees shall be additional to all other fees and shall be made payable separately according to carnival requirements.

5.3 Affiliated Members shall be liable to pay Bundaberg Netball Association each year:

- (i) Registration fees – payable on the date specified by the Management Committee for each player registers with any team taking part in each fixture or competition drawn up and controlled by Bundaberg Netball Association.
- (ii) Such special levies for any specific purpose as proposed by the Management Committee from time to time, in accordance with the Constitution.
- (iii) Non-playing volunteer members shall be liable to pay to Bundaberg Netball Association each year a membership fee as determined by the Management Committee.

5.4 Failure to make payment of the invoiced amount prior to semi-finals will render the Club as non-financial with Bundaberg Netball Association. The consequences of this action will mean that the affected Club will not be permitted to participate in any Bundaberg Netball Association 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 Club until monies are paid in full.

- (i) Any individual player who is reported to Bundaberg Netball Association as being un-financial shall be ineligible to affiliate with any other team until the original debt has been cleared.

5.5 All Clubs agree to Bundaberg Netball Association, 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.

6. Secondary Registration

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

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 and Bundaberg Netball Association.

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