



2020

Affiliation and Membership Policy

ASSOCIATIONS / LEAGUES



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1. PURPOSE OF THIS POLICY

The purpose of this policy is to outline the expectations and requirements of:

- Netball Victoria's (NV) affiliates in regard to affiliation with and membership of NV;
- the process for affiliates renewing or applying for affiliation;
- the process for individual members renewing or applying for NV membership; and
- the respective roles and responsibilities of NV and affiliates.

2. WHAT IS AN AFFILIATED ASSOCIATION?

An affiliated Association or League is a not-for-profit incorporated association or company limited by guarantee which has an interest in netball and is recognised as such by NV.

3. NETBALL VICTORIA

3.1. What is Netball Victoria?

NV is the peak state sporting body for netball in Victoria and is affiliated with Netball Australia (NA). NV exists to improve people's lives and its vision is to grow and diversify its revenue streams in order to reinvest more into the netball community each year.

NV works to:

- identify and meet the needs of netball players, coaches, umpires, officials, volunteers, Associations, Leagues and Clubs; and
- develop opportunities to attract more people to be involved in our game to grow the sport.

3.2. Netball Victoria's Strategic Drivers

3.2.1. Netball Victoria's Strategic Plan 2019 - 2022

Strategic Driver – A Life Long Love of Netball

Netball remains the most popular team sport for girls and women in Victoria
Netball connects communities
Our Netball Family
A deeply rooted connection to our Heritage and Traditions
Transforming how our Community Engages with Netball

Strategic Driver – Being Member Centric

Our members are central to our work

- NV is a voice for girls and women in sport
- That our Board and staff are highly capable and responsive to our community

Strategic Driver – Victorian Netball Dominance

- Our pathway from junior to elite supports development and peak performance at every level
- The Victorian 'way': Our Melbourne Vixens are the most successful netball team in the SSN League (on court success) and set the global standard of play

Strategic Driver – Building our Netball Economy

- Enable the Victorian netball economy to flourish
- A diverse and sustainable revenue generating model to strengthen NV's financial position
- The Melbourne Vixens are the most successful team in the SSN competition (off court success).

4. BENEFITS OF AFFILIATING WITH NETBALL VICTORIA

4.1. Association and Leagues that affiliate with NV are entitled to a range of benefits and services. The following outlines some of the benefits and services affiliates can access from NV:

- Coach Development and Pathways – access to courses, resources, workshops, accreditation, talent identification (TID) and networking opportunities.
- Umpire Development and Pathways – access to courses, resources, workshops, accreditation, talent identification (TID) and networking opportunities.
- Player Development and Pathways such as NetSetGO, clinics, talent and VRAS Academies, State Teams, TID, competitions and tournaments.
- Competitions such as Association Championships, State Titles, Masters and Mixed and Bupa Victorian Netball League.
- Community Development – Inclusion Programs, Sporting Schools Program, training and education, resources, support and information.
- Member Services – Management and administration resources and information, governance and policy resources and information, MyNetball database support, resources and training and education.
- Facility Development – technical information and support, planning, development and project management support, funding application and advocacy for facility development.
- Regional Development – Regional staff based in Bendigo, Shepparton, Churchill and Geelong to provide support and information, assist in building and strengthening relationships within the community and advocate for advancement of netball facilities, programs and participation at a regional level.
- Metro Development Staff – Metro staff based at NV Head Offices as part of the Member Services Team provide support and information, assist in building and strengthening relationships within the community and advocate for advancement of netball facilities, programs and participation in the metro space.
- Opportunities to access new and innovative netball via Netball Victoria’s Rock Up Netball and Beach Netball.
- Each affiliate has full voting rights as defined in the NV Constitution.

4.2. Associations and Leagues that affiliate with NV are covered under NA’s National Insurance Program for Public Liability, Professional Indemnity, Personal Accident and Association Liability (including Directors and Officers cover).

4.2.1 All registered, financial members will be covered for Personal Accident Insurance in accordance with the NA Personal Accident Insurance Policy and membership terms and conditions stated within this policy.

4.2.2 Coaches and umpires will only be covered for professional Indemnity insurance if they maintain a current accreditation in their respective disciplines and have a current financial NV membership.

4.3. A “border Association/League” is defined as any affiliate whose headquarters are located within 100kms of the nearest Victorian state border.

4.3.1 Where a “border Association or League” chooses to affiliate and have full participation in any competition and/or have access to other NV services (with the exception of school programs), they are required to affiliate and register all their members through MyNetball.

5. CONDITIONS OF AFFILIATION

5.1. Each Association/League must pay an annual NV Affiliation Fee by the date state on the invoice.

5.2. Each affiliated Association/League is required to:

- administer a competition (a competition must consist of four or more teams)
- complete the current NV Affiliation Process administered by the NV CRM. This includes the updating of contact details of positions holders at the association/league

- acknowledge they have read, understood and agree to the policy of the current affiliating year (via the online 2020 NV Affiliation Process)
- comply with the NV Constitution and other relevant NV policies
- upload their constitution and bylaws on their CRM portal provided by NV
- upload their annual financial return and (if available) their audited financial statements on their CRM portal provided by NV
- manage its individual membership(s) using the MyNetball database
- actively manage its members by providing sound governance and management practices as per its constitution and bylaws and appropriate NV Policies, Regulations and Fair Play Codes of Conduct.

5.3. Affiliates are expected to proactively promote and manage the expected standards of behaviour by all members and any others participating or engaging in their competitions or netball activities. This is particularly applicable to managing appropriate behaviour standards of parents and spectators in regard to children and young people, with particular emphasis on meeting the 7 child safety standards outlined by the Commission for Children and Young People.

5.4. Any affiliate that is in contravention of this policy or any other NV Regulation, Policy, Fair Play Code of Conduct as amended from time to time, may be subject to disciplinary measures, suspension, fines or expulsion as determined by the various NV Regulations, Policies, Fair Play Codes of Conduct or Constitution as applicable as determined by NV.

6 . AFFILIATION FEES

6.1. 2020 Netball Victoria Affiliation Fee is determined by membership size:

Affiliate Category	Number of Members	Cost (incl GST)
Small	<500	\$250.00
Medium	501 -1000	\$275.00
Large	>1000	\$300.00

6.2. Affiliates must pay the annual affiliation fee to NV by the date indicated on the affiliation invoice to be financial members for that affiliating year.

6.3. Failure to pay the invoiced amount to NV by the specified due date will render the affiliate and its members un-financial until payment has been rectified. The consequences of non-payment will affect the affiliate's and its members right to participate in any NV competition, until the outstanding monies has been paid in full. If an Affiliate does not pay the annual affiliation fee within thirty days of the due date, its membership shall lapse and they will be required to reapply for membership in accordance with the NV Constitution.

7. NETBALL VICTORIA 2020 INDIVIDUAL MEMBERSHIP FEES & TYPES

7.1. As an affiliate of NV, your participants (players, coaches, umpires) must all be individual Registered Members of NV under one of the following categories:

Category	Definition	Cost (incl GST)
Senior	Players, Umpires, Coaches & Bench Officials born on or before 31/12/2002 (18 years & over)	\$78.00
Junior	Players, Umpires, Coaches & Bench Officials born between 01/01/2003 – 31/12/2009 (11-17 years)	\$58.00
All Abilities	Members with a disability (on receipt of valid ID)	\$58.00
NetSetGO	5-10 years of age for those born on or after 01/01/2010. <i>Refers to the ALL participants in the Net Tier (Skills and Activities) as well as the Set and GO Tiers (modified competition/U9).</i> <i>Please note: This price is inclusive of the participant pack</i>	\$68.00
Off the Court	Committee Members, Administrators, Volunteers, Parents & Spectators (noting players, coaches, umpires and bench officials must be a current Senior, Junior or AA member)	\$46.00

8. REGISTRATION OF INDIVIDUAL REGISTERED MEMBERS

- 8.1. By registering in MyNetball, members consent to becoming a Member of the Club, Association, League and NV and agree to comply with all applicable Policies, Regulations and Codes of Conduct.
- 8.2. Affiliates and clubs must ensure that each of their individual members are in MyNetball, registered to their organisation and are a financial member for the current year.
- 8.3. Each individual member must enter valid and accurate data during the online registration process.
- 8.4. All individual members must register via the online registration form at Association, League or Club level. Once submitted online, the person registering immediately becomes a financial member for the current year of the club, association/league and NV and are insured through NA's National Insurance Program.
- 8.5. Individuals that do not complete the online registration process, will not be covered by NA's National Insurance Program until MyNetball shows the individual as a financial member for the current year.
- 8.6. All umpires and coaches must have a full membership (Senior/Junior/AA). Full membership is also required to be covered by professional indemnity insurance and to be eligible to participate in an Association or League competition or program (including NetSetGO).
- 8.7. All Committee members must be registered under the "Off the Court" membership. This membership is offered to those Association, League or club members that have an administrative role; such as president, secretary, timekeeper or similar role and will be covered by the NA National Insurance Program.
- 8.8. The registration period runs from 1 January to 31 December each year. If the affiliated Association or League competition runs into the next calendar year (i.e. October 2019 to March 2020) members will be covered by the NA National Insurance Program for that competition only until its completion.
- 8.9. Where an individual appears on more than one affiliate list, the **primary** registration will be the first entry registered into MyNetball for that individual for the current year. Each subsequent entry will be known as the **secondary** registration.

9. PAYMENT OF INDIVIDUAL MEMBERSHIP AND AFFILIATION FEES

- 9.1. Affiliates (associations, leagues & clubs) must provide their organisation's bank account details in the area provided in the MyNetball system to enable the MPS Gateway (multi disbursement gateway) to be used for the collection of NV Membership fees and associations, league and club fees as required.
- 9.2. Affiliates may be invoiced for every member registered through MyNetball, should an issue with the MPS Gateway occur.
- 9.3. With regards to direct debiting, if direct debiting is required an invoice detailing the amount will be sent to each affiliate at least 14 days prior to the direct debit being processed.
- 9.4. Affiliates are required to make payment in full by the NV invoice due date.
- 9.5. Failure to make payment of the invoiced amount to NV by the specified due date will render the affiliate and members as un-financial until payment has been rectified. The consequences of this action will affect the affiliate's and members' right to participate in any NV pathway competition, until the outstanding monies has been paid in full. If an Affiliate does not pay the annual affiliation fee within thirty days of the due date, its membership shall lapse and they will be required to reapply for membership in accordance with the NV Constitution.
- 9.6. All affiliates agree that NV, or its authorised representative, may randomly conduct an audit of their member's records and those of their clubs to ascertain membership numbers, membership categories, accuracy of registration details and the person's financial registration status. Such audits will also be undertaken by NV confidentially and in accordance with privacy laws.

10. MEMBERSHIP REFUNDS

- 10.1. Individuals who complete and lodge an online registration become a financial member for the current year and an assumption is made that they have taken the court either for training or competition purposes. A refund will not be available. Extenuating circumstances may be considered upon request to the Manager of Member Services.
- 10.2. Individuals who complete and lodge an online registration for a Single Game Voucher are not considered a financial member. Single game vouchers will not be refunded and are not transferrable.

- 10.3.**No membership refund will be given where a member has made a sports injury insurance claim. To make a valid insurance claim, individuals must be a current financial member of NV.
- 10.4.**Membership refunds will not be paid prior to the membership being paid for by either the individual or any Affiliate.
- 10.5.**A membership refund request must be submitted via the NV online refund link. Refund applications will be automatically denied if proof of duplicate payment is not received within 24hrs of lodgement of refund application. No extenuating circumstances will be considered if the above process is not adhered to.

11. TRIALLING MEMBERS

- 11.1.**Designed to encourage new participants to affiliates and NV to assist them to embrace introductory netball programs.
- 11.2.**NV defines a “trailing member” as a person who participates in any of the following:
- NV Clinics
 - Melbourne Vixen Clinics
- 11.3.** During NV sanctioned events, participants must be notified that they are trialling members for the purpose of that event. Documents must stipulate that participants are trialling members and state a period of trial.
- 11.4.** A trail period can be **no more than four sessions** of the specific event/program.
- 11.5.** Trialling Members will be covered for Personal Accident Insurance under the National Insurance Policy, for the duration of the event they are participating in.
- 11.6.**Clubs who have tryouts should adopt this model to ensure participants are covered if an injury does occur. NV memberships are non-refundable; if a player has purchased a membership and they do not make a team a refund will not be awarded.
- 11.7.** It is essential that the following details are recorded (as a minimum):
- date of event
 - event venue / location
 - Club/Association/League delivering the event
 - participant’s full name, date of birth, address, email and phone number
- It is not necessary to send these details to NV but in the unfortunate event of an injury occurring and a claim being made you will be contacted to provide this information.

12. SINGLE GAME VOUCHERS

- 12.1.**Single Game Vouchers (SGV) are available to players and umpires who play or umpire ‘one off’ matches.
- 12.2.**SGVs must be purchased online through their association or league online registration form.
- 12.3.**The SGV covers the participant for insurance for one game only.
- 12.4.**SGV participants do not become members of NV.
- 12.5.**2020 SGV prices:
Individual Vouchers: \$10 per voucher inclusive of GST
- 12.6.TERMS AND CONDITIONS**
- (a) Vouchers are valid for one game only. Date of play must be entered on the online purchase form.
 - (b) Vouchers provide personal accident insurance for one game. In case of an injury, the participant must make a report to an Association or League representative immediately. Details of the injury must be recorded on a NV Sports Injury Claim form in the event of an injury claim required later. The Participant must complete the purchase online prior to taking the court.
 - (c) Participants purchasing a voucher must submit a copy of the receipt with any injury claim.
 - (d) Vouchers are non-refundable and cannot be transferred.
 - (e) Affiliates are responsible for advising participants vouchers are required and providing the link and any assistance required to purchase online.
 - (f) There is no limit to how many vouchers a participant can purchase unless stipulated in Affiliate’s By-laws.
 - (g) Vouchers can be used in finals matches unless stipulated in Affiliates Bylaws.
 - (h) Those participating in a RUN competition are not able to purchase SGVs.
 - (i) Vouchers are not available for purchase by players participating in the Victorian Netball League.

13. Interstate Members: Participants who have paid their membership registration fee with an interstate netball Member Organisation are still required to pay their NV membership if they are participating in an affiliated Victorian competition. Their pre-existing membership does not carry over between states.

14. ROLES AND RESPONSIBILITIES

14.1. NV will work to:

- (a) Secure the ongoing development of netball in Victoria by continuing to develop and implement its strategic and operational plans.
- (b) Identify and reduce the barriers that impact netball participation in Victoria.
- (c) Actively promote and market the sport of netball and work to assist affiliates to profile and grow netball at a local level.
- (d) Manage and maintain the affiliation system, inclusive of the Technology Platform – MyNetball.
- (e) Appropriately manage personal information provided as part of Affiliation and Membership to ensure it is collected, used and disclosed in accordance with the [Netball Australia Privacy Policy](#) (Netball Victoria is a party to this policy)
- (f) Cover affiliates under the National Insurance policy.
- (g) Build on the capabilities of Associations, Leagues, Clubs through providing information and support, relevant professional development and capacity building education opportunities for the NV volunteer and paid workforce.
- (h) Develop and deliver progressive coach, umpire, bench official, player development and talent identification programs and opportunities.
- (i) Support affiliates across Victoria with information and guidance on matters pertaining to netball.
- (j) Coordinate and manage NV 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 and requiring NV office and/or Board attention.
- (m) Providing relevant resource materials and information on the NV Website
- (n) Provide support and information to NV members (players, coaches, umpires, administrators and committee members) and affiliates subject to the provisions of the Constitution and Regulations of NV.

14.2 NV Affiliates will:

- (a) Complete NV's Affiliation process by the due deadline.
- (b) Agree to NV's affiliation Po through the online affiliation process by the due date.
- (c) Submit all supporting documentation as requested by the due date.
- (d) Be a not for profit incorporated association or company limited by guarantee.
- (e) Administer netball competitions.
- (f) Have a specific netball constitution as modelled on the NV Sample Constitution Template, and By-laws as modelled on the NV Sample By-laws Template which are aligned to the purposes of NV and the NV Constitution. (Sample documents are published on the NV website)
- (g) Recognise and adhere to the NV Constitution, Policies, Regulations and Procedures (updated from time to time) published on the NV website.
- (h) Recognise and support the authority of NV in all matters pertaining to netball in the state of Victoria as determined by the NV Constitution.
- (i) Promptly respond to requests from NV to complete a process or provide information to NV as requested by the due date.
- (j) Abide by the Child Safety in Netball Policy and Code of Conduct, including ensuring the Working with Children Check provisions are observed at all times.
- (k) Proactively promote and manage the expected standards of behaviour by all members and any others participating or engaging in competitions or netball activities; this is particularly applicable to managing appropriate behaviour standards of parents and spectators in regards to children and young people
- (l) Provide a safe, fair and inclusive environment for everyone involved in netball within your Association or League.
- (m) Promote, circulate and encourage adherence to the above outlined policies and procedures to all Clubs, Teams, members and participants within your Association or League.

- (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 NV by payment of all affiliation fees levied by NV by due date.
- (p) Support initiatives and strategies in the NV Strategic Plan, including NV Events, Programs and Guidelines and Policies and Procedures.
- (q) Act as a positive advocate for netball and NV in the local community.
- (r) Be proactively communicating with NV on issues of concern
- (s) Update contact details in the NV CRM at the time of key contact personnel appointment/change or after the AGM.
- (t) Ensure information provided by NV to the Association or League is appropriately shared with Clubs who form part of the Association or League.