

# **AFFILIATION AND MEMBERSHIP AGREEMENT 2021**

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## 1 PURPOSE OF THIS AGREEMENT

- 1.1 The purpose of this agreement is to outline:
- a) The requirements of affiliation with the South Australian Netball Association (“Netball SA”) and Netball SA’s expectations of affiliates regarding affiliation and membership;
  - b) The process that applies to both the renewal of an affiliation with Netball SA and an application for affiliation with Netball SA;
  - c) The process that applies to the renewal of an Individual Member’s membership of Netball SA and to an application to become an Individual Member of Netball SA; and
  - d) The respective roles and responsibilities of Netball SA, Affiliated Associations and Divisions.

## 2 SUPPORTING DOCUMENTS AND INTERPRETATION

- 2.1 This Agreement should be read in conjunction with the following supporting documents:
- a) The Netball SA Constitution;
  - b) The Database User Agreement; and
  - c) The online Affiliation and Membership Agreement form.

All supporting documents are available on the Netball SA website or by contacting the Stakeholder Relations team.

- 2.2 In this agreement, unless otherwise stated, capitalised terms have the same meaning given to those terms in the Constitution.
- 2.3 For the purposes of this agreement;
- a) **Association Affiliation Period** means 1 April to 31 March each year.
  - b) The **Database** means the MyNetball Database system administered by InterAct Sport or an alternative if MyNetball is no longer offered.

## 3 BENEFITS OF AFFILIATION AND MEMBERSHIP

- 3.1 When an Association or Division affiliates with Netball SA, it has the benefit of a wide range of services from grassroots level through to the elite level. These benefits extend to their Clubs and Individual Members where applicable.
- 3.2 Netball SA provides affiliated Associations and Divisions with:
- a) Membership of Netball Australia, the recognised peak body of Netball in Australia and a member of the International Netball Federation;
  - b) The ability to contribute and influence the direction of the sport through a delegate’s position on the Council, including voting on the election of Board Directors and other strategic matters as set out in the Constitution;
  - c) Access to a range of sports development support services as well as professional development.
  - d) Advice pertaining to sports governance including advice on constitutional matters, provision of policy templates, a member protection framework, operating procedures, and a complaint management framework;
  - e) A cost effective and sport specific insurance program;
  - f) Advocacy and representation for netball at Local, State and Federal levels of Government;
  - g) A comprehensive and nationally recognised coach, umpire and official’s education program and accreditation pathway, including access to courses, resources, workshops, accreditations and networking opportunities;

- h) Pathways for athletes to further their netball pursuits with high performance pathways such as Clinics, Academies, State Teams, Competitions and Tournaments;
- i) Community Development – NetSetGO, inclusion programs, Sporting School programs, training, education, resources, support and information;
- j) Facility Development – technical information and support, planning, development and project management support, assistance with funding applications and advocacy for facility development;
- k) 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
- l) Access to a range of competitions from Premier League through to Country Championships.

3.3 Netball SA only provides access to Netball SA and Netball Australia services and programs to affiliated Associations and Divisions. If Clubs, teams and other organisations wish to gain access to those services and programs, they must be affiliated with their respective affiliated Association or Division.

3.4 Clause 3.3 above, does not, apply to the following:

- a) A variety of Netball Australia free online courses which are made available to non-members; or
- b) To individuals teaching in education institutions, students of approved education institutions, approved Netball SA higher education institutions and/or employees of Netball SA delivering approved programs, who are participating in an accredited course approved by Netball SA; or
- c) The NetSetGO program or other participation products as determined by Netball Australia or Netball SA.

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 SA competition or event, they must be registered as a financial member of Netball SA (either as a player or to the Coaches and Umpires Association).

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

- a) All registered financial Individual Members of Netball SA 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 Australia 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 and are a financial member either as a player or as a member of the Coaches and Umpires Association.
- d) Further information on the insurance coverage can be found at [netball.vinsurance.com.au](http://netball.vinsurance.com.au)

3.6 In accordance with the Netball SA Constitution, the Board of Netball SA has the discretion to provide special consideration in relation to affiliation with Netball SA.

## **4 ASSOCIATION/DIVISION AFFILIATION**

- 4.1 Each Association or Division that wishes to be affiliated with Netball SA must pay to Netball SA, the Association Affiliation Deposit, within 14 days of receiving a tax invoice. The deposit is calculated on the total number of Individual Player members registered with that Association or Division in the Database in the immediately preceding Association Affiliation Period. Further details about the Association Affiliation Deposit are set out in Schedule A to this policy.
- 4.2 To become or remain affiliated, each Association or Division must complete the online component of the Affiliation and Membership Agreement for the Association Affiliation Period by no later than 30 November each year. As part of this submission, the Association or Division must:
- a) Acknowledge and agree to the requirements and terms of this policy; and
  - b) Provide Netball SA with a copy of the Association's or Division's Constitution or Terms of Reference.
- 4.3 Where an Association or Division has failed to comply with the Organisational Responsibilities outlined in clause 10 and has not remedied the non-compliance by the subsequent years' affiliation, the Association may (at Netball SA's sole discretion) be deemed "unaffiliated" for the following year's Association affiliation process with Netball SA.
- 4.4 It is a requirement of an Association's or Division's affiliation with Netball SA that all members of the Association or Division are registered on the Database (including players who register for a summer competition).
- 4.5 If an affiliated Association or Division offers services and participation opportunities for participants aged 9 and Under, it is a requirement of affiliation that that Association is registered as a "NetSetGO Accredited Centre". This means that all 9 and Under competitions across the state will be NetSetGO (GO) Competitions. If NetSetGO is offered through an affiliated club, the affiliated Association or Division must use all reasonable endeavours to ensure that their affiliated club complies with the terms and conditions of being a NetSetGO Accredited Centre.
- 4.6 An Association, Division or Club which establishes or supports any domestic based netball competition not affiliated with Netball SA, may have its affiliation application refused or, if affiliated, may have its membership suspended. This clause also applies to the Clubs of each affiliated Association and it is the responsibility of the Association in the first instance to hold their Clubs accountable to this Agreement. It will be the responsibility of the Association or Division to advise their Clubs and members that their affiliation has been refused or suspended and therefore, their membership benefits are also impacted.
- 4.7 Where any breach of clause 4 occurs, Netball SA may suspend, remove or determine not to approve the affiliation of that Association or Division and will formally communicate their non-compliance status to the Association or Division. The Association or Division is then responsible for communicating this to their Clubs and members.
- 4.8 Where an Association or Division is deemed to be non-compliant as per clause 4.7 above, Netball SA may remove all access to administration users from the Database.
- 4.9 Where Associations or Divisions fail to submit the required documentation, the Association or Division may be required to show cause as to why they should remain affiliated with Netball SA.

## 5 REGISTRATION OF PLAYERS

- 5.1 An Individual Member must complete their registration online using the Database before participating in any competition. Valid, accurate and complete data must always be entered for each Individual Member.
- 5.2 It is the responsibility of each affiliated Association or Division (and their affiliated Clubs) to ensure all Individual Members (including those persons described in clause 5.8 below) are registered within the Database, before the Association competition starts, or prior to the Individual Member commencing their season. All Individual Members must be registered on the Database before any insurance claim will be processed.
- 5.3 If the registration details of an Individual Member are not entered in the Database, the Individual Member will not to be a registered member of Netball SA and will not be covered by the insurance program. The Individual Member will not be able to make an insurance claim under the insurance program.
- 5.4 In order to be a financial member with Netball SA, players must:
- a) Renew their membership with their respective Association or Division via their club annually online using the Database; and
  - b) Pay the annual membership fee prescribed by Netball SA through their respective Club, Association or Division as set out in Schedule B.

By registering to become a member of an Association or Division (and their clubs), Individual Members must consent to becoming a member of Netball SA and agree to comply with all applicable policies.

- 5.5 Individual Members, Associations and Divisions (and their Clubs) must promptly update the Database of any change in personal details. Valid, accurate and complete data must always be entered into the Database.
- 5.6 Should a player be injured during official team training prior to being entered on the Database, then the player must be registered on the Database for that Association Affiliation Period and be a financial member before any insurance claim may be processed.
- 5.7 Any players training with a netball team of an affiliated Association or Division (and their Clubs) with the intent of playing netball within a competition structure operated by an affiliated Association or Division must be registered in the Database.
- 5.8 Any other persons who are affiliated with an Association or Division (and their Clubs) in any capacity must:
- a) Pay the member registration fees (if any), before participating in any Netball SA or affiliated Association or Division activity (including activities of affiliates Clubs or organisations); and
  - b) Be registered in the Database under one of the following registration types:
    - i) Senior Player
    - ii) Junior Player
    - iii) Coach
    - iv) Umpire
    - v) Volunteer
    - vi) Event Participant

## 6 REFUND OF INDIVIDUAL MEMBERSHIP FEES

- 6.1 Once an individual member registration has been entered in the Database, that individual member will not be entitled to claim a refund of the Netball SA fee component of membership fees after 30 June in the relevant year, unless extenuating circumstances exist and an individual refund application is made to Netball SA.
- 6.2 De-registrations will not be completed (and as a result membership fees will not be refunded) once a player takes the court in a competition or where the player has made an insurance claim.
- 6.3 Netball SA reserves the right to make decisions in its absolute discretion in respect of individual refund applications made in respect of the Netball SA fee component of membership fees.
- 6.4 Membership refunds will not be paid prior to membership fees to which the refund relates being paid for either by the individual, Club, Association or Division.

## 7 PAYMENT OF MEMBERSHIP FEES

- 7.1 Netball SA will invoice Associations and Divisions for the number of registrations of their members on The Database. The affiliation process and payment dates are set out in Schedule A.
- 7.2 Associations, Divisions and Clubs must pay all tax invoices received by Netball SA within 14 days of the invoice date.
- 7.3 Failure to make payment of the invoiced amount by the specified date renders the Association, Division or Club as unfinancial with Netball SA and may result in the suspension of membership for that Association, Division or Club.
- 7.4 All Associations and Divisions agree to Netball SA, or its authorised representative, 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.

## 8 SECONDARY REGISTRATION

- 8.1 An Individual Member may register with more than one Association and/or Club in the same year (a "secondary registration").
- 8.2 The Individual Member's primary registration will be with the Club and/or Association that they first register with, the secondary registration will be with the other Club and/or Association.
- 8.3 A secondary fee will be payable as outlined in Schedule B.

## 9 EVENT PARTICIPANTS AND SINGLE GAME VOUCHERS

- 9.1 For the purpose of encouraging new participants to netball and embracing introductory netball programs, Netball SA defines an "Event Participant" as a person who participates in any of the following events:
  - a) Come and Try Days;
  - b) Gala Days;
  - c) School Holiday Clinics;
  - d) Inclusion Programs; and/or
  - e) Any other event as determined by Netball SA.
- 9.2 During such Netball SA sanctioned events, participants will be notified that they are Event Participants for the purposes of the event.

- 9.3 Event Participants will be covered for Personal Accident Insurance under the Netball SA Insurance Program, 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.
- 9.4 Single Game Vouchers can be purchased by Associations and Divisions from Netball SA Reception in booklets of 20. The booklets can be ordered by emailing [info@netballsa.asn.au](mailto:info@netballsa.asn.au) and can only be posted or collected once full payment has been received by Netball SA. Upon receipt of the booklet request, an invoice will be raised and can be paid over the phone by credit card or direct deposit/EFT. Players are then able to purchase the vouchers from their Club or Association for one off match participation and these must be purchased prior to taking the court.
- 9.5 Single Game Voucher players are not eligible for any membership benefit other than insurance and are only valid for players that are not currently registered with Netball SA. Fees are non-refundable and cannot be used as part payment for full membership. Vouchers can be used in finals matches, if consistent with Association By-Laws and rules.
- 9.6 All injuries must be reported to the Association, Division or Club at the time of injury. Details of the injury (ie. what type and the circumstances), must be entered on the back of the voucher stub. A copy of the stub and the receipt section of the voucher must be submitted with any injury claim through V-Insurance.

## 10 ORGANISATIONAL RESPONSIBILITIES

### 10.1 Netball SA will:

- a) Work to further the ongoing development of netball in South Australia by continuing to develop and implement its strategic plan.
- b) Identify and reduce the barriers that impact on netball participation in South Australia.
- c) Actively promote and market the sport of netball as a whole and work to assist Associations and Divisions in profiling netball at the local level.
- d) Manage and maintain the affiliation system, inclusive of the technology platform (the Database).
- e) Cover member association affiliates under the Netball Australia insurance policy.
- f) Build on the capabilities of Associations, Divisions and affiliated Clubs by providing relevant professional development opportunities for volunteers and personnel.
- g) Develop and deliver progressive coach, umpire and player development and talent identification programs.
- h) Support volunteers and personnel within the regional network and act in an advocacy role in any matters pertaining to netball.
- i) Coordinate and manage Netball SA events, competitions and new product offerings.
- j) Provide leadership in the development of Netball specific policies and procedures.
- k) Respond promptly and professionally to issues raised and requiring Netball SA and/or Board attention.
- l) Provide support and information to all Netball SA affiliated players, officials (coaches, umpires and volunteers) and affiliates subject to the provisions of the Constitution and Regulations of Netball SA.

### 10.2 Each Netball SA Affiliated Association will:

- a) Recognise and support the authority of Netball SA in all matters pertaining to netball in South Australia.
- b) Recognise the Constitution and Policies of Netball SA.
- c) Be an Incorporated Association in South Australia.



- d) Have a Constitution and By-Laws/Policies, which are aligned to the purposes of Netball SA.
- e) Be a financial member of Netball SA by payment of all affiliation fees levied by Netball SA.
- f) Ensure all players and officials affiliated with it during the calendar year of 2021 are correctly entered and registered in the Database and pay the relevant affiliation fees due within the Affiliation and Membership Policy timeframes.
- g) Ensure Association, Division and affiliated Club contact information for office bearers and parent organisation is current in the Database.
- h) Support initiatives and strategies in the Netball SA Strategic Plan, including:
  - I. Netball SA Events.
  - II. Netball SA Programs and Guidelines.
  - III. Netball SA Policies and Procedures.
- i) Act as a positive advocate for netball and Netball SA in the local community.
- j) Proactively communicate with Netball SA on issues of concern.
- k) Adhere to the legislative requirements of the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016 and provide a child safe environment for members.
- l) Ensure no Association carnivals are programmed on the same date as the Country Championships held annually on the long weekend in June.

## 11 SCHEDULE A

### 11.1 Affiliation Process

For the period 1 April 2021 – 31 March 2022 and taking effect from the 2021 winter season.

#### Winter Registrations

##### **Step 1 | 1 November 2020**

2021 Affiliation and Membership Agreements will be distributed by email to Associations/Divisions, including the link to the online form component.

##### **Step 2 | 30 November 2020**

2020 Service Agreements are to be completed and returned to Netball SA by 30 November 2020.

##### **Step 3 | Instalment 1 | 30 November 2020**

Netball SA will invoice your Association/Division for the deposit amount. The deposit is due to be paid to Netball SA within 14 days of invoice date. Deposit is based on 2019 winter season total registered player numbers from the Database (noting that many associations did not deliver winter competitions in 2020).

The affiliation deposit is determined as follows:

Category 1: Associations/Divisions with up to 150 Registered Players	\$100 deposit
Category 2: Associations/Divisions with 151 - 300 Registered Players	\$300 deposit
Category 3: Associations/Divisions with 301 - 450 Registered Players	\$500 deposit
Category 4: Associations/Divisions with 451 - 700 Registered Players	\$600 deposit
Category 5: Associations/Divisions with 701+ Registered Players	\$700 deposit

##### **Step 4 | Instalment 2 | April 2021**

An invoice for 100% of affiliation fees (less the deposit already paid), will be sent out during April 2021. Payment of fees is due during May to ensure all players are financial prior to the Country Championships.

### **Step 5 | Instalment 3 | August 2021**

Netball SA will review final player numbers entered in the Database as at 31 August 2021 and Associations/Divisions will be invoiced for any difference in final player numbers. Payment is due within 14 days of invoice date.

### **Summer Registrations (2021/2022)**

#### **Step 1 | Instalment 1 | November 2021**

Netball SA will invoice your Association/Division for 100% of fees. The deposit is due to be paid to Netball SA within 14 days of invoice date. Figure is based on registered players in the Database as at 14 November 2021.

#### **Step 2 | Instalment 2 | March 2022**

Netball SA will review final player numbers entered on the Database as at 28 February 2022, Associations/Divisions will be invoiced for any difference in final player numbers.

#### **Step 2 | Instalment 3 | April 2022**

Netball SA will review final player numbers entered on the Database during April 2022, Associations/Divisions will be invoiced for any difference in final player numbers.

#### **Note:**

Once invoices have been issued any queries or adjustments to numbers are to be received within 7 days of the date of the invoice in writing to Netball SA via email. No adjustments can be made after this time.

If your Association/Division conducts a summer competition, all new participants, i.e. players who did not register in a 2020 affiliated winter competition, must be registered in the Database.

## **11.2 NSA NetSetGO Invoice Timeline**

<b>Invoice</b>	<b>Time</b>	<b>Registrations</b>
1	May 2021	1 January – 30 April
2	August 2021	1 May – 30 July
3	October 2021	1 August – 30 September
4	January 2022	1 October – 30 December

Associations/Divisions will only be invoiced for NetSetGO programs within their Centre. If Clubs are a registered NetSetGO Centre delivering the program, the Club will be invoiced directly. Associations do not need to invoice their clubs for NetSetGO participants as they do for other player registrations.

## **12 SCHEDULE B**

### **12.1 Membership Categories**

#### *Divisions*

A Division is a body who organises a program of interclub matches on behalf of Netball SA (Adelaide Metropolitan Netball Division and City Night Division). Membership of at least 700 players required. Divisions have representatives on the Netball SA Council.

### *Associations*

An Association is a body wishing to organise and control its own competition and to control and manage its own affairs and their members. Associations have a representative on the Netball SA Council.

### *Member Clubs*

A Member Club is one or more teams wishing to play in interclub matches conducted by Netball SA through its Divisions or competitions run by Associations.

### *Coaches and Umpires*

Coaches and umpires are persons who are members of the Netball SA Coaches and Umpires Association. Any coach or umpire may apply to become a member of the Coaches and Umpires Association.

## **12.2 Player Categories**

A Player is defined as a Netball SA registered player participating in an affiliated Association/Division competition.

### *Senior*

Senior players, who have reached or will reach 18 years of age by December 31 in the year of play.

### *Junior*

Junior players, who have reached or will reach 17 years of age by December 31 in the year of play.

### *GO*

GO players, who participate in a dedicated GO competition in an affiliated Association/Division and have reached or will reach up to 9 years of age by December 31 in the year of play. Special dispensation for players outside this age range may be obtained at the discretion of Netball SA. This category is applicable to all 9 and Under competitions from winter 2020 onwards.

### 12.3 Registration fees

The 2021 Netball SA player registration fees are as follows:

MEMBERSHIP TYPE	NETBALL SA 2020 FEE
COACHES AND UMPIRES	\$35.00
<b>DIVISIONS (CND/AMND)</b>	
PRIMARY SENIOR PLAYER	\$80.00
PRIMARY JUNIOR PLAYER	\$65.00
SECONDARY SENIOR PLAYER	\$60.00
SECONDARY JUNIOR PLAYER	\$45.00
C6 PLAYER	\$35.00
<b>ASSOCIATIONS</b>	
PRIMARY SENIOR PLAYER	\$70.00
PRIMARY JUNIOR PLAYER	\$60.00
SECONDARY SENIOR PLAYER <sup>^</sup>	\$50.00
SECONDARY JUNIOR PLAYER <sup>^</sup>	\$40.00
<b>NETSETGO</b>	
NETSETGO PRIMARY FEE	\$62.70 (pack included)
NETSETGO SECONDARY FEE*	\$35.20
WITHDRAWALS/DEREGISTRATIONS	\$35.20 (pack included)

#### Notes:

All membership fees are inclusive of GST. (NetSetGO fees in this table in previous Agreements were displayed as excluding GST.)

\*Secondary NetSetGO fees apply to any NetSetGO participant registering for an additional NetSetGO program or competition that year.

A Primary Fee applies to the first registration a player completes in the year of registration. A Secondary Fee applies to any additional registrations a player completes in the same year of registration. Secondary Fees are not charged to Country Associations; however, players must still complete a Secondary Registration on the Database.

<sup>^</sup>Winter competition registered players who also participate in a 2020/21 summer competition in the SUNA, SADNA or ENA Associations are required to pay the relevant Secondary Player Registration Fee above.

If a player's first registration for that year is a summer competition, the relevant Primary registration fee applies. This applies to all Affiliated Association summer competitions.