



# Leeming Netball Club

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## REGISTRATION POLICY AND PROCEDURE

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*AUTHENTIC\*PROGRESSIVE\*UNIFIED\*PASSIONATE\*DISTINCTION*

**Vision:**

*To be the Club of choice recognized for connecting, embracing and uniting our community through netball*

**Purpose:**

*A Club united by netball offering opportunities, choices and pathways to enhance wellbeing*

DECEMBER 1, 2022

LAST REVIEWED

Leeming Netball Club 2022

## 1. Purpose

Leeming Netball Club Inc (LNC) is committed to transparency and clarity regarding its registration decision making and procedures. This policy serves to cover all registration considerations for LNC.

## 2. Policy Application

This policy applies to all LNC members and all other people or organisations, who have applied for any of these membership or participant types.

This policy applies to behaviour and practices occurring during the course of LNC business, activities, competitions and events.

## 3. Definitions

**LNC** means Leeming Netball Club representing committee and its fee paid members and life members

**FNA** means Fremantle Netball Association

**Netball WA** means the Association referred to in Rule 1 of the Netball WA Constitution

**Individual Member** means an individual member of the Club and as otherwise defined in Rule 11 of the [LNC Constitution](#).

**Life Member** means an individual upon whom life membership of the Club has been conferred under Rule 7 of the LNC Constitution.

**Financial Hardship** means that a person or organisation is experiencing difficulty in meeting their financial obligations. They have the intention but not the financial capacity to pay debts owed to the Club.

**Senior Player** means a registered club player over 18 years of age as defined in Rule 4 of the LNC Constitution. Senior players will play in the senior divisions (19s and Under, Seniors).

**Junior Player** means a registered club player under the age of 18 years of age as defined in Rule 4 of the LNC Constitution. Junior players generally play in junior divisions (NetSetGo - 17s and Under), however as they progress in age/skills they may play in Senior divisions.

**Round One** means the end of the first 5 games of the FNA season.

## 4. LNC Responsibilities

LNC will:

- Take all reasonable steps necessary to ensure that everyone in the club knows:
  - what the policy is
  - the requirements for compliance
- Include a copy of the Policy in Policy and Procedures Manual
- Ensure all Club personnel are aware of the policy
- Include a copy of the policy on the LNC website
- Notify participants, coaches and officials in all LNC activities and / or events that they will be required to comply with this policy
- Review and update this policy every 12 months.

## 5. Club Policy

### ***Registration***

Leeming Netball Club (LNC), require all players are to complete an online registration form as directed by Fremantle Netball Association (FNA). The link for this can be found on the LNC website, [www.leemingnetballclub.com.au](http://www.leemingnetballclub.com.au), this is also e-mailed out to all existing members at the commencement of the registration period each year.

Registration will usually open in January and close in February to allow time to grade players and create teams. Closing dates will depend on deadlines as set by FNA for projected team numbers, electronic team registrations and FNA team grading processes.

### **Late registrations**

Late registrations will only be considered if there is a position available appropriate to age and ability. Where teams have adequate numbers at registration closing date, late registration will not be considered.

Registrations received after the published registration date will incur a late penalty fee of \$20. This fee may be waived at the discretion of the committee.

### **Payment of Registration Fees**

Fees must be paid upon registration unless a prior arrangement has been made and approved by the Club Committee. Players who are not financial will not take the court during the finals series until all outstanding monies are paid; this includes paying fees, uniform and fundraising money.

## Financial Hardship

The Club recognises that a person(s) may suffer from financial stress and experience difficulty in paying their fees as and when they are due. Whilst individual circumstances may vary, situations that may cause hardship include pandemics (COVID-19), natural disasters, economic downturn, other state, national and international events.

Any member of the club experiencing financial hardship may be eligible for a payment plan or financial concessions, at the discretion of the Committee. Applications for financial hardship must be in writing (via an email) to the Club Treasurer. This must occur prior to registration.

## Non-financial members

Players who are non-financial from the previous season will be ineligible to register with LNC or any other club until all outstanding money has been paid in full.

## Privacy & Disclosure

The personal information collected by LNC is used primarily for the purpose of operating LNC and its affiliation with both the Fremantle Netball Association and Netball WA.

Personal information is used and disclosed in the following manner: Registration details are disclosed to Committee Members and the Grading Committee for the purpose of selecting and grading teams; Registration details are sent to the Fremantle Netball Association. Players, Coaches and Committee Member's Names and contact details are distributed to coaches and team managers for the purpose of managing and coordinating teams. Personal information is not provided to any other party for benefit, service or advantage.

## Withdrawals

If you choose to withdraw from LNC the following fees will apply:

- Withdrawals after registration and prior to allocation will incur a \$20 administration fee – this is taken out of the Leeming Netball Club's portion of fees. Players will need to refer to Netball WA and Fremantle Netball WA policies, regarding return of their fee portion.
- Withdrawals AFTER TEAM ALLOCATION will incur a \$50 fee taken out of the LNC portion of fees. Players will need to refer to Netball WA and Fremantle Netball WA policies, regarding return of their fee portion.

See LNC Refund Policy for additional information.

## ***Confidentiality and Reporting***

The LNC Committee, responsible for implementing this policy, will keep confidential the names and details of all members and their payments unless disclosure is necessary for insurance purposes, required by FNA or Netball WA, or as part of the disciplinary or corrective process in the event of a breach of policy. As part of the usual financial reporting all received and outstanding fees will be completed by the Treasurer and provided to the President for review at each committee meeting.

## **6. Club Procedure**

### ***Registration Booklet***

As per the LNC Registration policy, the procedure for registration will be updated annually with full information and instructions available on the LNC Website in the "Registration Booklet".

This booklet is to contain

- Welcome from the Leeming Netball Club Committee
- Information on FNA Competition and playing time slots
- Clear and detailed instructions on online registration process
- Terms and conditions of registration
- Clear Fees to be paid, payment method and Kidsport information
- Annual calendar of events
- Grading and team allocation information (See LNC Grading Policy)
- Codes of conduct for Players, Coaches and Umpires
- Information on withdrawing from team and associated costs
- Information on uniforms
- Contact information for all committee members

### ***How to Register***

The registration link will be clearly visible on website and be available via social media.

### **KIDSPORT FINANCIAL ASSISTANCE MUST BE ORGANISED PRIOR TO REGISTERING.**

KidSport enables eligible Western Australian children aged 5-18 years to participate in community sport and recreation by offering them financial assistance towards club fees. The fees go directly from the local government to the registered KidSport clubs participating in the project.

Further information and application forms can be found on the link below:

<http://www.dsr.wa.gov.au/funding/individuals/kidsport/information-for-parents>



KidSport must be applied for and approved prior to registration. The KidSport voucher number must be include din the payment section of the registration form.

## Online Registration Instructions

1. Go to the registration link on the PlayHQ website as directed. Select the correct link for age group.
2. If this is your first time using PlayHQ, you will need to 'create an account'. If you have used this system previously, please log on and commence registration.

Once you have logged in:

1. Select who you are registering for – yourself or your child.
2. In the 'Choose Role' section – please choose – player. This registration process is currently for players.
3. Complete participant details.
4. Answer all questions. A number of these questions have been developed by Netball WA and Netball Australia and are mandatory. The LNC has also proposed a number of questions, to assist us in recruiting coaches, team managers and umpires. If you indicated yes to one of these, an LNC Committee member will contact for further details.
5. Fees – this page will provide you with a breakdown of the costs and payments to Netball Australia, Netball WA, the Fremantle Netball Association and the LNC.  
Please note: Netball Australia, Netball WA and FNA are paid directly for your registration. In the event of withdrawing from registration, you will need to abide by their reimbursement policies, see Withdrawals in the document, for more information
6. Products – this page outlines the process for paying the compulsory \$30 per family fundraising levy. For families registering multiple players, as long as they live in the same house, this only needs to be paid once. To pay this just click on 'add to order'
7. Payment Summary – this page allows you to review your order, summary and add your payment details. It is also where you will need to add in your KidSport voucher number. If you have an approved KidSport voucher number, click on 'I have a government voucher' chose 'KidSport (WA)' enter the voucher code and amount. If you have any issues with your KidSport vouchers or payment, please contact our LNC Treasurer on [leemingnetballtreasurer@gmail.com](mailto:leemingnetballtreasurer@gmail.com) .
8. Confirm your purchase.