



## ADMINISTRATION POLICY

### PURPOSE OF POLICY

The purpose of the ADMINISTRATION POLICY is to ensure clarity and consistency in the administration of the club; and to enforce accountability in terms of administrative obligations of members and parties to the club.

### 1. REGISTRATION

- 1.1 The club does not prevent any player regardless of individual differences to register. **Note though paragraph 1.5 still applies.**
- 1.2 The club endeavors to place all registered players in teams but on occasion of not being able to fill a team to required numbers to play it leaves the club no choice than to not accept the relevant players of the non-filled team. It is ideal that the relevant players get involved to find additional members in the community to get their team filled up to ensure registration.
- 1.3 The club holds and announces an official registration day annually, normally at the start of the year, to invite registrations.
- 1.4 Registrations by mail and email are accepted from the date of the official registration day upon condition that all registration requirements are met.
- 1.5 Non-compliance with the club's Code of Behaviour and Policies might create a situation where the club has no choice than to refuse the player's registration.
- 1.6 Players who want to register have to comply with the club's registration requirements as communicated by the Registrar in terms of forms to be completed, evidence of birth provided and fees to be paid.
- 1.7 The club's Registrar is accountable for taking registrations for the club. It is the responsibility of the intended player to contact the Registrar regarding any registration issues.
- 1.8 Refunds:
  - If the situation arises that a player needs to withdraw from the club PRIOR to the commencement of the season the following is required:
    - Application for refund must be made in writing to the club Registrar as soon as possible. Players/parents will be refunded all registration fees, excluding \$30 administration costs.
  - If a player/parent withdraws from the competition once the season has commenced, the following applies
    - Notification must be made in writing to the Club Registrar as soon as possible.
    - NO refund of registration fees will be given.
  - In the event of extenuating circumstances such as injury or illness, a member/player may apply in writing to the Registrar, together with supporting medical documentation, and request reimbursement of fees. This application will be tabled at the next Executive Committee of the club and a decision made by the committee will be conveyed by the Registrar.
- 1.9 Transfers:
  - If the situation arises that a player transfer into Kinross Netball Club from another club *after* the season has started, the following is required:

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- All registration documentation as required by the Registrar in the relevant year to be provided to the Registrar as soon as possible but before the player takes the court for Kinross Netball Club. This includes copies of registration documentation already provided to the Association.
  - Registration fees excluding the association, regional and state affiliation fees paid to the club before the player takes the court for Kinross Netball Club. If the other club is in Joondalup and Joondalup Association did not refund the player, the association affiliation fee will be excluded too. If the other club is within West Coast Region and they did not refund the player, the regional affiliation fee will be excluded too.
  - Application for the transfer is to be made by the player in writing and approved by the Registrar and Grading coordinator of the club prior to the transfer been accepted.
- If a transfer is requested into Kinross Netball Club from another club within Joondalup or another Association, *prior* to season start, the registration is treated as a new registration and not as a transfer.

## 2. FINANCIAL

- 2.1 Members/players have to be financial at the club at all times i.e. all fees and charges paid as per due dates set. Non-compliance is a breach of club policy.
- 2.2 The club's Treasurer is accountable for the accurate collection and payment of all fees and charges. It is the responsibility of the player/member to contact the Treasurer if any financial issues are relevant.
- 2.3 Fees and charges are accepted as per payment methods set by the club. This may vary from time to time and relevant to specific situations. The webpage normally indicates required and acceptable payment method but if any doubt it is the member's responsibility to confirm payment method with the Treasurer.
- 2.4 The costs for any follow up required for outstanding fees and charges will be passed onto the member/player. This includes the set fee for every single return of a cheque (if the same cheque is returned twice, it results in \$15 x 2 = \$30). This also includes the cost of the hire of debt collection activities whatever the costs are, should fees and charges remain outstanding.
- 2.5 The club is open to accept donations and supporting contributions in line with Club policies and Code of Behaviour.
- 2.6 Fundraising initiatives are coordinated by the Fundraising coordinator on behalf of the club who will liaise with the committee with regard to relevant approvals.

## 3. CONTACT DETAILS OF MEMBERS

- 3.1 In the event of member's contact details (address, email address, telephone, mobile) changing during the registration year, it is the responsibility of the member/player to advise the change in writing to the Secretary of the club.
- 3.2 The club administers a club database and records contact details and details of participation and activities in the club in the database to ensure efficient and accurate operations.



## **4. TEAM MANAGERS**

- 4.1 Team Managers are appointed to administer the relevant teams to support the coach.
- 4.2 Team Managers are responsible for administrative duties as assigned by the club executive committee and may include amongst others completing team management sheets, developing rosters for parent duties within the team context, ensuring rosters are completed, communication of general information as distributed by the club executive committee, collecting information and forms, and liaise with the club executive committee re issues relevant to the team.
- 4.3 Every team has to have a manager and the manager is expected to be a team member's parent.
- 4.4 Parents of players have to comply with roster duties as assigned by the team manager.
- 4.5 The team manager is a volunteer like other officials in the club and is to be treated with respect by team members and their parents. Team members and parents are to support team managers.
- 4.6 In the event of no parent in the team volunteering for the manager role, the club may have to withdraw the team from competition.
- 4.7 The team manager in liaison with the relevant coach has to ensure that the team complies with competition rules as set by the association from time to time.
- 4.8 The club committee will keep the team manager informed via the supplied email address in addition to the information available on the webpage and club app.
- 4.9 The team manager has to ensure that their current personal contact details are up to date on the club database. Any changes need to be communicated to the Secretary in writing.

## **5. CLUB EXECUTIVE COMMITTEE**

- 5.1 The club executive committee will meet regularly with the secretary taking minutes to record club decisions made.
- 5.2 Club committee members are available to members to liaise with within their specific roles as well as to the overall wellbeing of the club.
- 5.3 Club committee members are volunteers and are to be treated with the necessary respect by adhering to requirements conveyed and duties assigned for the purpose of club activities.
- 5.4 The club logo and name is owned by the club and are not to be reproduced on paper, electronically or on attire without the permission of the club committee.