



South Upwey Netball Club

Finance and Information Management Policy

Purpose of this Policy

South Upwey Netball Club aims to provide inclusive, affordable and high-quality netball training and development opportunities for players of all ages and abilities. To achieve this, the club relies on the timely registration and payment of fees. Fees are set by the committee each year to cover expenses such as association fees, equipment and court hire.

The club is fully committed to protecting all member's right to privacy. South Upwey Netball Club seeks to comply with the Victorian Information Privacy Act. It is the Committee's responsibility to ensure that we as a club are familiar with the obligations relating to member, volunteer and player privacy.

Policy:

The Financial procedures of the club are derived in the first instance from the South Upwey Netball Club's Constitution and Bylaws.

The information privacy procedures of the club are derived from the Victorian Information Privacy Act.

Financial Procedures

Subscription and Fees (Taken directly from the constitution)

1. The Committee shall determine from time to time any fees payable by members or classes of members, the benefits which apply to, the time for, the duration of, and the manner of payment.
 - a. The Committee may determine that any new members who join after the start of a competition season, for that competition season, pay a fee equal to:
 - i. The full fee; or
 - ii. A pro-rata fee based on the remaining part of the competition season; or
 - iii. A fixed amount determined from time to time by the Committee or part thereof.
 - b. A player will be able to play 3 games in any one season as a 'fill in' at which point they will be offered a position in the team for the remainder of the season, and required to pay pro-rata season fees.
 - i. Team officials may approach the committee to request an exemption from this clause, based on the circumstances of the player or their team.
 - ii A fixed amount payment determined by the Committee or part thereof may be negotiated in this event and/or a waiver of fees

2. Finances (Taken directly from the bylaws)

The Committee shall set fees annually. The fees shall be calculated to cover the costs of:

- Team Entry
- Equipment
- Coaching and training costs
- Trophies & Awards
- Umpires



Players will not be permitted to take the court until fees are paid unless arrangements in writing have been made via communication with the club.

If by arrangement, an installment of fee/s is missed. An executive member of the committee will communicate with the player/family. The player/family has 7 days to communicate with the club to arrange repayment or arrange other options.

If no communication from player/family is received for payment, player/family will be notified that the player will not be able to take the court until payment is reorganised (circumstances taken into consideration for repayment, not immediate repayment to take court). take court).

Registration

Registration details will be sent to current and new members prior the commencement of each year. Information regarding registration will also be made available via the club's website and social media.

Winter Competition

The Committee shall nominate trials prior to the start of the winter competition for which teams are to be selected by a Team Selection sub-committee. The Selection sub-committee shall be appointed via the executive club committee. Age groups due for selection will be nominated via email/promotion material for the trials.

Players wishing to be considered for selection into a team must:

- Complete the form for trials, which is made available via email/promotion material
- Attend selection date/s and/or state reason for non-attendance

Players who attend trial date/s without submitting trial form will be asked to submit form prior to being placed in a team.

All players will be asked to complete a registration form for the Winter Season. This registration form is completed via Netball Connect.

- Players failing to submit a Player Registration Form will not be placed into a team.
- Players not attending trials will be placed into a team of their age group where there is a vacancy (unless prior discussion had with selection subcommittee after submitting trial form)

The selection sub-committee duties shall be to review all the player registrations, appropriate trial details and form teams for the winter competition based on age group, ability and any other criteria which the team selection sub-committee deems appropriate.

Spring Competition

Prior to the commencement of the spring season, coaches will gain an indication of those players wishing to continue from winter season into spring season. The executive committee alongside the Coaches Co-ordinator/s will review and construct appropriate teams based on age group, ability, playing position and any other criteria which they deem appropriate.

New Players

New players are welcome at any time to join and will be placed into a team temporarily until a permanent position in that team or any other team becomes available. New players are encouraged to email the club southupweynetball@gmail.com

Netball Victoria Registration

In addition to club registration, it is the responsibility of the player/parents to register with Netball Victoria- this is also done via Netball Connect.



Fill in Players

As per the association's Bylaws:

21.1 A Team may only borrow to field a Team of eight (8) players in total and have a maximum of three (3) borrowed players at one time (that is, a Team must have a minimum of five (5) registered players take the court). This rule excludes the "Set,Go" sections, which can borrow to make a team of 9.

21.2 Players can only be borrowed if they are registered with a Club/ Entity Team affiliated with the Association. Players may also play for other associations or representative teams, but are only eligible to play in the Saturday Competition if they are registered with a Club/ Entity Team affiliated with MDNA.

Fill-in players who are required to register via the club registration page, prior to their first fill in game with the club. They are required to have current Netball Victoria membership.

Registration Cancellations & Refunds

Once a player has registered, they have made a commitment to the club for that season and the committee will make decisions based on a case by case basis. For a variety of reasons, a player may choose to cancel their registration prior to the season commencing or may choose to leave the club during the season.

A request to refund the balance of the registration fee will only be considered in special circumstances (i.e. financial hardship, serious injury or illness or unforeseen family circumstances) and upon written request to the executive committee via email (southupweynetball@gmail.com). The decision to refund any or all of the fees will be at the absolute discretion of the committee and/or executive committee.

Transfers and Clearances

All transfers to other clubs will be managed via the Secretary.

Reimbursement/Payments

Committee members shall be entitled to claim reasonable expenses incurred whilst acting in an official capacity. Prior communication from the executive committee shall be sort prior to expending own funds, where practical. Receipts must be supplied.

Information Privacy Procedures

- In line with the Privacy act, (1988) South Upwey Netball Clubs will collect personal information that is required for its activities and communication, only

Collection and Consent

- Committee/Officials will clearly define the purpose for collection of information and for what reasons information would be shared
- Information will only be used for the purpose for which it was collected
- If information is required for other purposes other than those for which it was collected, consent will be sought beforehand
- Information will only be accessed by the relevant Team Officials and Committee Members
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any purposes
- Parental consent for photographs to be taken and used for promotional purposes will be collected prior

Roles & Responsibilities



The Committee is responsible for providing robust policy and procedure guidelines for its members in relation to what is deemed acceptable and appropriate behaviours and adhering to and applying this policy and procedure accordingly.

The committee is responsible for setting the club fees for both Winter and Spring competitions each year. This will be based on Netball Victoria Membership fees, Association fees and expenses such as court hire and lighting, umpire fees and supply of equipment and apparel.

The Executive Committee is responsible for:

- Managing the registration of teams via the Association
- Preparing correspondence to members (playing and non playing) regarding registration procedures via Netball Connect
- Responding to registration queries
- Sending regular registration reports to the President and Treasurer
- Ensuring coaches are aware of the process for registering players during the season

Coaches are responsible for ensuring that unregistered or unfinancial players do not take part in match day activities as advised by the committee.

Members (playing and non-playing) and Officials are responsible for adhering to all aspects of this policy and procedure. In particular, for registering each year via Netball Connect by the advised close date and ensuring that fees are paid on time or as per any agreed payment plan with the club.

The treasurer is responsible for keeping financial records that:

1. record and explain its transactions and financial position, and
2. allow the preparation of 'true and fair' financial statements

Financial records include: invoices, receipts and documents that record the above (including bank statements). Financial records will be kept for seven (7) years.

Banking

EFT payments made by the club are authorised by any two of the official signatories. Any change of signatories must be officially recorded in the Club's minutes at the corresponding meeting. The new signatory will complete the required steps in accordance with the financial institution's requirements.

Cash Payments

Cash Payments are not accepted by the club. Payments can be made via Netball Connect. An update on cash in hand will be given at each committee meeting. Cash will be periodically deposited by the Treasurer. Cash floats will be used for events and fundraising and managed by the Treasurer.

Audit

An Auditor, if required in accordance with Consumer Affairs Victoria (financial statements and auditing requirements- incorporated associations), who shall not be a member of the club, shall be appointed by the Executive Committee and ratified at the AGM.

Child Safety

We all have an obligation to do the best we can to keep children safe from harm and abuse. As of 1 January 2017, the Victorian Child Safe Standards were introduced and apply to all sporting organisations that operate and provide sporting services to children within Victoria.



As a result, Netball Victoria formally adopted the Child Safe Standards and developed the [Child Safety Code of Conduct](#) and the [Child Safety in Netball Policy](#).

Reporting

All members of South Upwey Netball Club Inc (playing and non-playing), have a responsibility to immediately report in writing (via email: southupweynetball@gmail.com or to an executive committee member) any inappropriate or unlawful conduct. All reports will be treated seriously and investigated in accordance with this Policy and Procedure.

Any member who feels that they have been the victim of a breach of this Policy:

- Should make note of the date, time and location of the incident
- Should immediately report the incident to the President and/or a Committee Member