

Affiliation, Membership and Registration Policy

Hawkesbury City Netball Association

Adopted: 13 October 2026

All Affiliated Clubs and their Members have a responsibility to ensure they have read and understand the Hawkesbury City Netball Association's Constitution (the Constitution) and Policy Documents.

Table of Contents

1.	CLUB AFFILIATION PROCEDURES	3
2.	CLUB EXECUTIVE	3
3.	MEMBERSHIP	3
4.	CLUB UNIFORMS AND EQUIPMENT	3
5.	CLUB RESPONSIBILITIES	4
6.	CODE OF CONDUCT	5
7.	FINANCE – GENERAL	5
8.	FINANCE - FINES	6
9.	REGISTRATION – GENERAL	7
10.	REGISTRATION PROCEDURES	8
11.	LATE REGISTRATIONS	8
12.	RECOGNITION AND AWARDS	9
13.	ALTERATIONS TO POLICY	12

1. Club Affiliation Procedures

1.1 A Club is affiliated with the Association by payment of an affiliation fee and lodgement of the Affiliation form.

1.2 New Clubs seeking affiliation should apply to the Association Secretary advising proposed Club name, colours, and uniform.

1.3 All Clubs are to complete the Association's Affiliation form and lodge the form with payment of the applicable affiliation fee with the Association Treasurer on or before the first Council meeting each year.

2. Club Executive

2.1 The affiliation form provides for details of all Club executive positions. A minimum of President, Secretary and Treasurer is to be submitted on this form.

2.2 Preferred communication method of the Association is by e-mail.

3. Membership

3.1 Membership

3.1.1 Clubs are required to have members register via PlayHQ annually. (Refer to clause 6 of The Constitution)

4. Club Uniforms and Equipment

4.1 Clubs must advise all items of uniform available to members for review by the Association Executive Committee.

4.2 Clubs wishing to change major items/colours of the uniform, must submit details to the Association Executive Committee for consideration.

4.3 No player shall be allowed to compete in competition games unless wearing the registered uniform of that team/Club. In exceptional circumstances permission may be given.

4.4 Playing uniform

4.4.1 During a Game

4.4.1.1 Registered playing uniform and suitable sports footwear (spiked soles/studs are not allowed).

4.4.1.2 Playing position initials 150mm (6 in) high which must be clearly visible and worn above the waist, front and back.

4.4.2 Players may not wear anything that could endanger themselves or other players, specifically:

4.4.2.1 No adornment or jewellery may be worn other than a wedding ring which must be covered with tape.

4.4.2.2 A medical alert bracelet may be worn provided it is covered with tape.

4.4.2.3 Fingernails must be short and smooth.

4.4.2.4 Hair must be suitably tied back.

4.4.3 The rules of Netball do not indicate that the registered playing uniform must be a dress. The rules indicate that it must be the registered playing uniform. A registered playing uniform is defined by the Club and approved by the competition organiser (the Association).

4.4.4 Where teams with the same or similar colours are playing each other, teams must wear alternate and distinguishable colour patches.

5. Club Responsibilities

5.1 Meetings

5.1.1 Meetings of the Council of the Association will be held as outlined in 11.2 of the Constitution and a calendar of dates will be presented to the November Council meeting each year for the following year.

5.1.2 Clubs failing to attend two consecutive Council meetings shall be subject to a fine which must be paid by the following Council meeting, otherwise that Club shall be regarded as unfinancial. Failure to attend any subsequent Council meetings will result in a further fine.

5.1.3 The Annual General Meeting shall be held as per 13.1 of the Constitution.

5.2 Clubs will be required to undertake Canteen, BBQ and Ground duties throughout the winter competition. Participation will be on a rostered basis.

5.3 Clubs failing to attend on time or complete their rostered duties will be fined.

6. Code of Conduct

6.1 Refer Netball NSW Codes of Conduct for Players, Coaches, Managers, Officials and Parents

7. Finance – General

7.1 Goods & Services Tax (GST) is included in all charges for the Association except for fines and donations.

7.2 All monies owed to the Association must be paid within 30 days of date of invoice and/or prior to semi-finals. Failure to comply will result in that Club or person being determined as unfinancial

7.3 Affiliation Fee

All Clubs are to pay an Annual Affiliation Fee. This fee is recommended by the Executive Committee and advised to the November Annual General Meeting (AGM) each year for the following year. New Clubs accepted into the Association are to pay the Affiliation Fee on acceptance of application.

7.4 Registration Fees

7.4.1 Players – a registration fee which includes insurance, for the Winter competition, shall be set by Council at the Annual General Meeting each year.

7.4.2 Non-Players – a fee for non-player's membership, which includes insurance, is to be paid annually. If a non-player becomes a player within the same competition, the balance of the normal fee will be payable.

7.4.3 Life members – the membership fee payable to Netball NSW as a non-player for all Life Members shall be considered as paid annually. The fee shall be paid by the Association on behalf of all Life Members.

7.4.4 Fees applicable to individual players are classified in accordance with clause 6.3 of the Constitution regardless of the division played.

7.4.5 Late registration fees are payable at the time of late registration with the Association.

7.4.6 Registration fees to individual players will not be refunded after the registration date. A credit for the Association fee only will be provided to the Club of the registered player for offsetting against any new registration in that team in the season of play. The Netball NSW portion of the registration fee is not refundable. Under exceptional circumstances a player may submit a written appeal to the Association Executive who will review the circumstances. Appeals should include supporting documentation e.g., medical certificate, changed circumstances. In the event such an appeal is upheld, a refund of the full registration fee payable will be made to the player.

7.4.7 In the event a team withdraws after grading has been completed, the team registration will not be refunded.

8. Finance - Fines

For the purpose of calculating the following fines the dollar amount including GST, for each penalty unit needs to be proposed by the Treasurer and set by Council at the Annual General Meeting for the following year.

8.1 Meetings:

8.1.1 Failure to attend two consecutive Council/Special Meetings

Fine: 10 penalty units.

8.1.2 Failure to attend three consecutive Council/Special Meetings

Fine: 20 penalty units.

8.1.3 Failure to attend fourth and consecutive Council/Special Meetings

Fine: 30 penalty units.

8.1.4 Failure to attend AGM

Fine: 30 penalty units.

8.2 Competition

8.2.1 Failure to fulfil canteen/BBQ commitments

Fine: 20 penalty units.

8.2.2 Team withdrawing after grading has been finalised

Fine: 20 penalty units.

8.3 Umpires

8.3.1 Failure to provide an umpire as per draw including stand-by umpire

Fine: 10 penalty units.

9. Registration – General

9.1 Teams may register a maximum of 12 players per team.

9.2 Junior Representative "import" players

9.2.1 A "representative import player" is defined as any player who is part of the HCNA Representative program from 11–15 year olds for the current year, who is transferring to a new Club in the year of registration.

9.2.2 A Club may register two (2) "representative import player" per team competing in any Junior division of the Winter competition.

9.2.3 A "representative import player" must be identified to the Competition Convenor.

9.2.4 A player's registration applies to the club that they are registered to in the year of trials for the Representative Program. Where a player has been registered with a Club prior to their initial selection as a representative player, such players are not defined as "representative import players" whilst ever they remain with that Club.

9.2.5 Clubs newly formed are excluded from this rule during first year of play where at least 6 players from a club team have played together in the previous year.

9.2.5.1 The import rule will apply to any additional players proposed to this team.

9.3 Metro League Players – Competition Eligibility

9.3.1 Any player registered in a Netball NSW Metro League team who also participates in our competitions must play in a high senior division entered by their affiliated club.

9.3.2 A Metro League player is not eligible to participate in any Junior or Intermediate Competition.

9.3.3 Any club that registers or fields a Metro League player in a Junior or Intermediate Competition, or in a Senior Competition that does not comply with Clause 9.3.1, will be deemed to be in breach of this policy.

9.3.4 Any breach of this clause will be determined by the Executive Committee in reference to Competitions Policy clause 9.4.

10. Registration Procedures

10.1 Registration

10.1.1 Team registrations shall close on a date as fixed by the Association each year.

10.1.2 All registrations are to be entered into PlayHQ.

10.2 Following publication of the provisional grading, Clubs will have 5 days in which they may:

10.2.1 Request a re-grading of a particular team, providing further and better information to assist the Competitions Convenor.

10.2.2 Move individual players within teams/divisions within the same Club, however players will not be allowed to change or move Clubs at this time.

10.3 All teams and players must be finalised by Opening Day.

10.4 A final grading list including divisions and teams shall be posted within seven (7) days of the Registration date.

11. Late Registrations

11.1 New players may be registered by a Club at any time during the season. All late registrations must be entered and notified to the Competitions Convenor and Association Secretary and the appropriate registration fee paid.

11.2 After a team has been graded, any late registrations must be of an equal playing standard. Previous experience is to be considered and the Competitions Convenor will determine the division to be allocated. Refer to clause 3.1.2 of the Grading Policy for provisional grading.

12. Recognition and Awards

12.1 Life Membership

12.1.1 Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for such minimum period as the Council deems appropriate.

12.1.2 Candidates for election as Life Members shall be nominated by two (2) members of the Council at least one (1) month before the meeting at which such nominations will be considered.

12.1.3 A person elected as a Life Member shall be presented with an Association Life Membership badge at a mutually suitable time.

12.1.4 The Life Member shall also have their name recorded on the Association's Honour Board

12.1.5 A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and shall have full voting rights.

12.2 Service Award

12.2.1 A badge shall be struck and known as the Hawkesbury City Netball Service Award. This badge is to be awarded to such persons as recommended by the Service Award Committee. This shall be an ad-hoc committee comprising the Association's ex-officio members being the President, Secretary and Treasurer.

12.2.2 A member of the Association shall be eligible to receive the award provided that the nominated person has given at least 10 years outstanding service to netball for and on behalf of a Club(s) within the Association.

12.2.3 Association Life Members are ineligible for this award.

12.2.4 The following areas of contribution are indicative of appropriate nomination. It is not necessary for a nominee to meet all the criteria, but it is necessary that they have undertaken a combination of these criteria for at least 10 years for their Club or the Association. Outstanding service should include:

12.2.4.1 Administration, coaching, managing, umpiring, at a Club or Representative level.

12.2.4.2 Serving on a Club and/or Association Executive Committee.

12.2.4.3 Undertaking outstanding service in other areas representing the interests of their Club or the Association within the local community.

12.2.5 Any two members of the Association may nominate candidates for the award. Nominations are to be submitted to the Association secretary by July 31 each year. A summary of the nominee's achievements must accompany the nomination.

12.2.6 No more than three (3) awards are to be given in any one year.

12.2.7 This award is to be announced at the Annual General Meeting and presented at a mutually suitable time.

12.3 "Bruce Hagger" Award

12.3.1 The perpetual trophy known as the "Bruce Hagger Award" shall be awarded each year to a member of the Association as agreed by the Executive Committee.

12.3.2 A member of the Association is eligible to receive the award having given outstanding volunteer service throughout the year to the Association in any area of the Association's operational activities.

12.3.3 The award shall be announced and presented on Grand Final Day.

12.4 "Horex" Award

12.4.1 The perpetual trophy known as the "Horex Award" shall be awarded each year to a member of the Association as agreed by the Executive Committee.

12.4.2 A member of the Association is eligible to receive the award having given outstanding volunteer service throughout the year to the Association in any area of the Association's operational activities.

12.4.3 The award shall be announced and presented on Grand Final Day.

12.5 Liz Ellis Award

12.5.1 The perpetual trophy known as the "Liz Ellis Award" may be awarded each year to a member of the Association as agreed by the Executive Committee in consultation with Liz Ellis.

12.5.2 This award requires a written submission to Executive nominating a member under 18 years of age in the year of nomination.

12.5.3 A member of the Association is eligible to receive the award having demonstrated the following attributes:

12.5.3.1 Respect themselves and others

12.5.3.2 Apply themselves to the best of their ability in their chosen roles/s e.g. Player/Umpire/Bench/Coach/Student

12.5.3.3 Act and speak honestly and positively towards their peers and community members.

12.5.3.4 Be inclusive and show consideration to others.

12.5.4 The award shall be announced and presented on the Opening Day of the next year's competition.

12.6 Club Award

12.6.1 The perpetual trophy known as the "Club Award" shall be awarded each year to an affiliated Club of the Association as agreed by the Executive Committee.

12.6.2 A Club is eligible to receive the award having ensured that they have operated to the best of their ability throughout the season in supporting the Association's competition and operational activities.

12.6.3 The award shall be announced and presented on the Opening Day of the next year's competition.

12.7 Coaching Awards

12.7.1 An award may be made each year to a senior and junior member within the Association.

12.7.2 An Ordinary Member of the Association may submit nominations to the Association Secretary by July 31 each year. The nomination is to include:

12.7.2.1 Reasons why the coach has been nominated.

12.7.2.2 Previous coaching experience, including results.

12.7.2.3 History of the nominated coach

12.7.3 The Coaching Convenor will consider and recommend to the Executive Committee, the names of the award recipients.

12.7.4 This award shall be announced and presented on Grand Final Day.

12.8 Umpiring Awards

12.8.1 An award may be made each year to a senior and junior member within the Association who:

12.8.1.1 Is an active umpire at Club level

12.8.1.2 Is part of the Umpires Development program

12.8.2 The award is to be decided by the Umpires Convenor and advised to the Association Secretary.

12.8.3 The award shall be announced and presented on Grand Final day.

12.9 "Christine Paine Family Trophy" is awarded to a player who

12.9.1 Is 12 years of age or younger

12.9.2 Demonstrates a passion for the game

12.9.3 Has a positive attitude

12.9.4 Displays fair play and good team spirit.

12.9.5 Has not been successful in representative/development team selection.

12.9.6 The recipient of this award will be selected by the Junior Representative Convenor

13.Alterations to Policy

13.1 This policy may only be altered by special resolution passed by at least half (1/2) of the members present and voting at a General Council Meeting of the Association which not less than seven (7) days written notice specifying the resolution (s) to be proposed has been given