



# Sunshine Coast Netball Association Incorporated

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## SECTION 3

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Paperwork

November 2017



# THE SUNSHINE COAST NETBALL ASSOCIATION INCORPORATED 2018 CLUB HANDBOOK

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## **SECTION 3**

### **PART A - PAPERWORK**

#### **Paperwork**

There is a great deal of paperwork on and off line to complete and submit to SCNA by various deadlines. These deadlines are highlighted on the calendar and training is offered to ensure your club is aware of how to complete this paperwork. (*Registrars Meeting*)

Every attempt has been made to limit the volume and complexity of the forms, there are however still a number of forms which require your attention from time to time some of which have strict deadlines for submission.

Part B in this section outlines all forms for 2018 applicable to fixtures, how they should be completed and by when.

#### **CLUB AFFILIATION FORM 2018 Due Monday 22<sup>nd</sup> Jan**

Each year your club must apply for membership to affiliate your club with SCNA. (*See registering as a club*)

The form outlines your responsibilities as a club/team and requires you to list all basic committee members for contact and invoicing purposes. It is a decision for your club to ensure that members who require NQ insurance and registration complete the required registration process. My Netball Handbook will offer instruction on this. There is a section for club bank details so SCNA may process any refunds etc.



## **SECTION 3**

### **PART B - REGISTRATION PAPERWORK**

All forms referred to here in this section can be found on the flash drive supplied with this handbook and a hard copy in this Part D. They should be emailed to [netballregistrar@gmail.com](mailto:netballregistrar@gmail.com)

#### **Registration Paperwork**

The Registration Paperwork for your club is the biggest and most important and is **DUE Thursday 1<sup>st</sup> March no later than 12 noon**. Registration paperwork/submissions MUST include:

1. Registration Paperwork Cover Sheet Form
2. Online team submission – through My Netball. This provides the team name, all members registered to that team including coach and manager and all grading information about the team.
3. 018 Under Age Players Application
4. 019 Over Age Players Application
5. 017 Application For Discounts

#### **Registration Paperwork Cover Sheet**

In order to assist clubs in preparing registration paperwork for final submission please complete this new form. It is a fairly simple tick and flick type of form however a complete understanding of terminology is required. If there are answers to questions that don't fit in the boxes you can supply an attachment.

#### **Team Submission**

All teams in the Day Competition are submitted through My Netball. There are a number of steps to complete in order for this information to be submitted. Club training conducted by NQ is available and a comprehensive handbook is included in this section. Fixtures administrator (Shelley Burchell) is usually on hand to assist in any way possible. See *MY NETBALL Handbook for more info*.

#### **Over/Under Age**

In keeping with skill based competition SCNA have developed an Over and Under age's policy (*See Section 4*). This policy allows for the provision of players turning 10 to play in the Divisional competition or 11 year olds to play in the Net Set Go program. The following 2 forms MUST be completed if your clubs wishes to apply for this dispensation. Guidelines are very strict and players, parents and clubs must acknowledge the parameters.

#### **Under Age Players Application**

**This form is for clubs to apply for a player turning 10 to play into the divisional competition. One form must be completed for each child.**

Reminder that underage players must enrol in the Net Set Go Program with your club and shall remain registered in the Net Set Go competition category in My Netball. No de registration and re registration will be required. Each of these players will receive the player kit.



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Players will be invoiced the game fees component of a divisional player if approved by the Grading Committee. Clubs will be notified of the graders decisions as soon as possible after grading is completed

### **There are a strict set of criteria including:**

- be turning 10years in the calendar year.
- have completed at least 2 years within the Net Set Go program and must preferably have completed 1 season of Net Set Go White.
- have achieved or developed a particular set of skills in four categories which should be evident in their game play at grading. *See form Section 3 Part D.*
- If the SCNA grading committee members feel any request does not meet the criteria they will recommend/insist the child be placed back into an appropriate team. In this case no other team changes may occur as a result.

### **Over Age Players Application**

**This form is for clubs to apply for an 11 year old player to play down into the net set go program. One form must be completed for each child.**

Reminder that overage players will register into the division competition with your club, however upon acceptance into the Net Set Go Program they shall be deregistered and will be required to re register as a NSG player. Clubs will be credited for the differences in fees.

The criteria is not so strict and cases for approval will be based on poorer skill levels, developmental delays or medical conditions or social/emotional conditions of the child.

The application must have the parents approval and child's understanding.

- If the SCNA grading committee members feel any request does not meet the criteria they will recommend the child be placed back into an appropriate team. In this case no other team changes may occur as a result.

### **Application For Discounts 2018**

There are three types of discounts for players at SCNA and all must be submitted at time of team nomination on this form

1. Get in Game Voucher – This is a national government program offering families in financial difficulty an opportunity to have their children play sport. The family must apply for a voucher prior to registering and the original SIGNED Vouchers MUST be submitted with this form. If no Voucher is attached discounts will not be allocated.  
<https://www.qld.gov.au/recreation/sports/funding/getinthegame>
2. Sibling discount - Families with three siblings or more receive \$10 per child discount from game fees. Clubs are required to list each child, DOB and team.
3. Second Season - If a player has signed up online with any other association affiliated with NQ and paid them before signing up with your club they are not charged the NQ component again. This is automatically calculated at time of registration. They will be second season with us.



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### Regrading Request

This form is not part of the registration paperwork but has a strict deadline for submission.

#### **DUE END WEEK 3 FIXTURE**

If your committee feels there is a team in the wrong division you will be required to complete this form. You will need to gather as much information as possible to justify your request. During games in week 4 graders will assess the request and you will be informed of the decision. Teams will only be moved if a direct swap with another team can be justified. Teams may also be regraded based on SCNA Graders decisions not club requests.

### Other Forms

There a number of other forms applicable to fixtures which may be needed by your club from time to time. Be sure to review them and you will have a better idea of when they might be required. (*Section 3 Part D*)

### Deregistration/Refund Form 2018

This form is used in the event a player has registered and now no longer wishes to play. This is a process which involves NQ and can take up to 5 weeks before official notification of deregistration is made. In some cases re registration is required if the player has made an error in their registration.

If the player does not wish to re register then a refund may be required. Section B **MUST** be completed for this to be processed, either a credit to the invoice is applied or a direct deposit made into the club bank account.

**ALL DE REGISTRATIONS MUST COME THROUGH SCNA ONLY**

### Late Play/Team Changes Form 2018

This form is required for a Late Player and/or any Player Movement requests. All player details **MUST** be completed which will require a detailed knowledge of the players registration status gathered from MY Netball.

Section C. Late Player – a player wishing to register after team sheets have been submitted. You will note a PRN and detailed playing history is required. Players may not commence playing until written notification is given. Late players are provisionally registered until assessed by the graders. (after Fixture 4 a late fee of \$20 is charged)

Section D. Player Movement - While we will not accept team changes for personal reason, there are issues that arise where you may have to shuffle players. There must be a legitimate reason to request any movement of players after teams have been submitted. The request will be assessed by the Registrar and notification will be made in writing. This form is only a request and may be refused, we may also suggest another solution. Please ensure no changes are made until official notification is given.

- **DO NOT PROMISE TO MOVE KIDS UNTIL AFTER APPROVAL IS GIVEN.**

### Refund Request Form

There is a separate form for all other refunds which do not require deregistration. In all cases players may often only receive a partial refund dependent on circumstances. Upon completing and submitting the form the Registrar will make a judgement regarding the refund and the amount. Invoices will be credited or direct deposits made to club bank accounts if approved.

Regardless whether there are refunds or not please inform the Fixtures Administrator Shelley Burchell if a player has withdrawn.



## **SECTION 3**

### **PART C - MY NETBALL**

#### **My Netball**

My Netball has been instigated through Netball Australia as the primary tool for associations, clubs and players to use for any number of tasks. The site contains not only the draws and ladders for competitions but websites, registrations, trainings and courses for coaches and umpires as well as teams creation and submission. **A comprehensive manual is available in Section 3 and follows a step by step process for all tasks you should need.**

The 2018 MyNetball handbook is designed to be a tool that Clubs can use throughout the season, it includes information on; administrative tasks, online registrations, reporting, entering competitions and websites. Some of the great features that are in MyNetball include;

- Less administration. Associations can assign tasks to Clubs such as creating sign up forms and nominating teams for competitions
- Members can maintain their own information allowing for a more manageable workload
- More flexible and intuitive competition management
- Greater access to results and fixtures through the MyNetball app on mobile devices
- Integrated ability to SMS teams with late changes
- Automated umpires scheduling, with email and/or SMS notifications
- Visibility over member's accreditation status; with the ability to encourage members to stay current
- Increased control over the look of information on your websites
- Enhanced email communications, with delivery statistics and list management
- People management, record the details of everyone involved in netball and assign them a role
- A central starting point, My Netball will offer an informative and easy to navigate portal allowing people to quickly access information they want

#### **Reminder Points Specific To SCNA**

##### **Registration Forms**

- Enter SCNA disclaimer regarding photography into all forms.

##### **Create Teams**

- Before creating new teams make old teams inactive.
- When creating new teams ensure they contain the year at the end of the name.  
eg. SAINTS BLUE 2018
- When creating squads remember coaches and managers.





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### Submit Teams

- Submit/Nominate teams into the correct competition category. Divisional Day Competition, NSG Green, NSG Gold, NSG White A, NSG White B, NSG White C.
- Only after all players managers and coaches have been entered for each team are you ready to submit the team to the Day Competition. It is at this point that all other grading information should be entered. Once submitted changes may not be made.
- **Grading Notes** is where you list all your teams important grading comments and **MUST** include:
  - Calculated TRN based on 2018 PRN's  
eg TRN = 86.12
  - Net Set Go Nomination Green, Gold, White, A, B and C  
eg Nom NSG Gold Could play White C if pushed.
  - PRN from 2017 and PRN 2018 for each player. Please read PRN/TRN section vary carefully for this information.  
eg List Sophie 84 84, Mary 98 84
  - Previous success, where did this team finish  
eg Half this team won Division 6, lost 4 weak players added strong players from Division 7 and 8
  - Number of representative players and which team they are in  
eg 3 players 13's Challenge 2017
  - Number of new players and detail if they have never played, if they are new to your club, where did they play before.  
eg Sophie player NSW 2 years, Sally 2 year off just coming back.
  - Comments regarding foreseeable progress for this team in season etc  
eg This team has a strong coach and is keen to play competitively. Not sure how new players will fit though.

### Reports

There is a large amount of information entered into MY Netball and a large number of reports which can be downloaded in order to access this information.

One very useful report is Registered Players Report.



## **SECTION 3**

### **PART D – ATTACHED DOCUMENTS**

The following pages contain copies of the forms and other documentation you will require for many of the tasks mentioned. The Handbook also comes with a flash drive where these documents can be found and completed so they may be emailed when required.

#### **My Netball User Agreement**

In order to have administration access to MY Netball each committee member will be required to complete a My Netball User Agreement. We recommend people given access be limited to President, Registrar and Treasurer.

These members **MUST** be in the My Netball system in order for this agreement to be applied.