



Registration Policy

Relevant Circumstance

For people who wish to register to play with St Ives Netball Club.

Purpose

The purpose of this policy is to outline the expectations held by St Ives Netball Club upon registration to play.

1. to ensure potential members understand that they must be registered with the club to play;
2. to ensure they know when it is possible to de-register; and
3. to ensure they understand the implication of their registration fees paid.

Policy

1. Before a player can train, play for or participate in any activity associated with St Ives Netball Club, full online registration must be complete and have been authorised by our Club Registrar.
2. Registration for the winter season and the spring night season are separate processes and must be applied for at the appropriate times prior to the seasons starting. Registration of one does not guarantee registration of the other.
3. Redemption of Active Kids vouchers must happen at the time of online registration via PlayHQ. Vouchers cannot be redeemed manually after registration.
4. If wishing to register to play after the official closure of registration for a season, players will be wait-listed and placed in a team if a position becomes available.
5. Once a player has registered via PlayHQ any request for a refund **prior** to being graded into a team will be at the discretion of St Ives Netball Club Executive in exceptional circumstances (e.g Medical Certificate). If a refund is offered, it will exclude any amount paid via an Active Kids voucher which we are unable to reissue or refund and therefore will be forfeited.
6. Should a player choose to deregister after St Ives Netball Club releases the season's teams, they **will not** be eligible for a refund of fees. Consider carefully prior to registration.
7. The **full hour training is compulsory every week**. A record of participation will be kept by each coach and will be referred to during the grading process the following year. A record of absences without notification or regular lateness to training or the game, will influence team placement for the next season.
8. If a player is unable to make the set training time, the club must be notified 2 weeks prior to grading day. All efforts will be made to accommodate a suitable time for all players. However if this is not possible the player will be moved into a lower grade where training can be attended in full. All training days are listed on our website in age groups. These remain consistent throughout the seasons where ever possible. Please ensure the player can attend on the correct age group day. Specific training times cannot be allocated until after teams have been graded and coaches assigned.

9. **Grading Day is compulsory**. Should a player be unable to grade, 2 weeks notification is required. Please note that failure to grade may result in a disadvantage to the player.
10. A St Ives Netball Uniform must be worn by every player at every Saturday game or Gala event unless otherwise indicated.
11. All players and parents must have signed the relevant *Code of Conduct* form and submitted it to the team manager prior to taking the court for the first competition game. Any misdemeanours in behaviour from either the player or the supervising parent will be dealt with in accordance to Netball Australia and KNA regulations.
12. All coaches who are not coaching their own child's team must complete or show proof of starting the process of a 'Working with Children Check' before the commencement of the competition season.
13. All players must sign the team *Sign-on Sheet* prior to the commencement of the competition season. These signatures will be held by KNA and cross checked throughout the season to ensure the correct players are taking the court.
14. Upon registration, each parent or member over 18 years must commit themselves to a voluntary role level. These being:
 - Level 1: Grounds Duty
 - Level 2: Manager or Coach
 - Level 3: Committee Member

Governance

This policy will be adhered to by all members of St Ives Netball Club. The enforcement of this policy will be the responsibility of the President of St Ives Netball Club and the Executive Committee.