



# St Ives Netball Club

## Registration Policy

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Version 1.1

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Document Owners: Registrar / Management Committee

### 1. Purpose

The purpose of this policy is to outline the requirements, expectations, and conditions that apply when registering to play with St Ives Netball Club.

It ensures players and families understand:

- The steps required for a valid registration
- Conditions relating to deregistration and refunds
- Training, grading and uniform requirements
- Administrative obligations for players, parents, coaches, and managers

### 2. Scope

This policy applies to all players who register to play in St Ives Netball Club winter or spring competitions, as well as coaches, managers, parents/guardians, and volunteers involved in the registration process.

### 3. Policy Statement

St Ives Netball Club requires all players, coaches, and managers to be fully and correctly registered before participating in any club activities.

Registration obligations ensure:

- Compliance with Netball NSW and Ku-ring-gai Netball Association (“KNA”) competition rules
- Appropriate team formation through accurate and complete player registration data.
- Accurate administration and insurance coverage
- Fair and transparent management of fees, refunds, and player commitments

### 4. Responsibilities

#### 4.1 Registrar

- Manages all Member registrations in PlayHQ, which includes players, coaches, managers and volunteers
- Confirms eligibility and payment
- Manages waitlists after registration closes

#### 4.2 Players and Parents/Guardians

- Complete all registration steps correctly and on time
- Understand and meet uniform, training, grading, and behavioural expectations
- Commit to a club volunteer role

### **4.3 Coaches and Managers**

- Must register in PlayHQ
- Must hold a valid Working With Children Check (WWCC)

### **4.4 Management Committee**

- Enforces compliance with this policy
- Approves refund requests

## **5. Procedures**

### **5.1 Registration Process**

- All registrations must be completed online via PlayHQ.
- Winter and spring competitions require separate registrations; registering for one does not create a registration in the other.
- Players may not train, trial, or participate in any club activity until registration is completed on PlayHQ and all fees are paid.

#### Active Kids Vouchers

- Active Kids vouchers must be redeemed at the time of registration in PlayHQ
- The Club cannot redeem vouchers retrospectively

### **5.2 Late Registrations**

- Late registrations will be waitlisted.
- Where vacancies exist, players may be placed in a suitable team at the discretion of the Registrar and Management Committee.
- Placement is not guaranteed.

### **5.3 Refunds and Deregistration**

- Prior to the announcement of Teams, refund requests may be considered by the Management Committee in exceptional circumstances (e.g., medical reasons supported by documentation).
- Deregistrations after the announcement of Teams will not be eligible for refund.
- Approved refunds will be reduced by any amounts the club cannot recover (e.g., Active Kids vouchers, PlayHQ fees).
- Members must contact the Registrar via email for all registration and deregistration matters.

### **5.4 Training Requirements**

- Weekly team training is compulsory for all junior teams.
- Training expectations for senior teams are determined by the coach/manager and team agreement.
- Coaches will maintain attendance records.
- Patterns of unnotified absences or repeated lateness may influence future team placements in the following season.

## 5.5 Grading Requirements

- Attendance at Grading Day is compulsory for all graded age groups (9-12's, Inters and Cadets). Players in non-graded age groups (e.g., 5-8's and Seniors) are exempt.
- If a player cannot attend on grading day, they must notify the club via [grading@stivesnetball.com.au](mailto:grading@stivesnetball.com.au) as soon as possible.
- Missing grading may disadvantage team placement due to lack of live assessment.

## 5.6 Uniform Requirements

- All players must wear the correct St Ives Netball Club uniform for games and Gala Days unless otherwise instructed by the club.

## 5.7 Codes of Conduct

- All players and parents are required to acknowledge the Netball NSW Code of Conduct as part of registration.
- Behavioural breaches by players or parents will be managed in accordance with the St Ives Netball Club Constitution, Netball Australia, Netball NSW, and KNA regulations.

## 5.8 Sign-On Requirements

Sign-on sheets are provided by KNA to team managers and must be completed before the first round.

- All players must sign the KNA Team Sign-On Sheet prior to Round 1.
- KNA may verify signatures throughout the season to confirm correct player participation.

## 5.9 Coach and Manager Requirements

All coaches and managers must:

- Be registered in PlayHQ before Round 1
- Hold a valid Working With Children Check (WWCC) before the commencement of the season. WWCC requirements apply to:
  - All coaches aged 18+
  - All managers aged 18+
  - Any parent volunteer with regular, direct or unsupervised contact
- Coaches and managers will require valid WWCC details in order to complete their PlayHQ registration
- Comply with Netball NSW policies and club operational procedures

## 5.10 Volunteer Commitment

Upon registration, each member (or parent/guardian for junior players) must commit to contributing to the club in one of the following roles:

**Level 1:** Grounds Duty

**Level 2:** Coach or Manager

**Level 3:** Committee Member

Volunteers completing Level 1 team-based roles (e.g., grounds duty), are not required to register in PlayHQ.

## 6. Definitions

- **PlayHQ:** Online registration and competition management system used by the club, Netball NSW and KNA.
- **Deregistration:** Withdrawal from the competition after registering in PlayHQ.
- **Active Kids Voucher:** NSW Government rebate applied at registration.

## 7. Related Documents

- St Ives Netball Club Grading Policy
- St Ives Netball Club Coaching Policy
- St Ives Netball Club Junior Coaching Policy
- St Ives Netball Club Child Safeguarding Policy
- St Ives Netball Club Code of Conduct
- Netball NSW Policies [link]

## 8. Communication & Consultation

This policy is published on the club website and communicated during the registration period and pre-season information sessions.

Any questions should be directed to registrar@stivesnetball.com.au

## 9. Review & Update Cycle

This policy is reviewed annually by the Registrar and Management Committee and updated as required to ensure compliance with Netball NSW and KNA requirements.

## 8. Version Control

Version	Date	Approved By	Summary of Changes
1.1	4 December 2025	Management Committee	Initial release using new policy template