

PERTH NETBALL ASSOCIATION

2024 CLUB INFORMATION PACK



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WELCOME TO THE 2024 WINTER SEASON AT PNA!

This Information Pack is intended to provide you with important details, dates and tasks that your club needs to complete to be ready for the 2024 PNA Winter season. The 5 steps outlined in this pack provide you with a helpful guide on exactly what's required to get your team(s) on the court. If you need any extra help to get ready, don't hesitate to contact the friendly PNA staff.

We will also be promoting key dates and events over the coming months via our [website](#), and on our social media. All participants will be added to our e-Newsletter once registrations have closed and we encourage you, as well as all members of your club, to follow us on [Facebook](#) and [Instagram](#).

If you are no longer one of your club contacts, you can amend this information on the Club Affiliation Form in Step 1. If there is anything else we can do to make your job easier or if you have any questions about the PNA Winter competition, please don't hesitate to contact the PNA office.

Early in 2024 we will issue information in relation to development pathway opportunities for players, coaches and umpires.

Thank you for volunteering your time to be your club's coordinator. We wish all clubs every success and enjoyment for the 2024 season.

Fran Farrington
PNA President

SUMMARY OF KEY DATES / TASKS

Dec 2023

Jan 2024

Feb

March

April

STEP 1 - AFFILIATE THE CLUB

Open now

Due: 8th Feb

STEP 2 - JOIN OUR COMPETITIONS

Invites Sent

Close: 8th Feb

STEP 3 - REGISTER YOU MEMBERS

Open now

Close: 26th March (Secondary School & Open Players)
28th March (Primary School Players)

STEP 4 - NOMINATIONS YOUR TEAMS

Open: 13th Feb Close: 12th March

STEP 5 - ATTEND CLUB MEETINGS

5th March – Primary aged teams

6th March – Open and secondary aged teams



STEP 1

AFFILIATE THE CLUB

There are two items requiring completion in this section. They can be completed separately, or at the same time and by the same person, or by different club officials.

PLAYHQ CLUB AFFILIATION FORM

Open: Now
Closes: 8th February @ 9am

All clubs (including schools) who wish to nominate teams in the 2024 PNA Winter competition must be affiliated with PNA by completing the PNA Affiliation Form. Anyone within your club who has a [PlayHQ login](#) can submit this form.

In order to complete the Club Affiliation form you will need:

- Club details (including club President, banking and uniform information).
- Details for **two nominated club contacts** (phone and email).
- An idea of teams you wish to nominate in each age group for the 2024 season.
- Pay the club affiliation fee of \$10 (plus service fees added by PlayHQ at time of completion).

Club Contacts will be the main point of communication between PNA and your club and are the only people authorised to make enquiries or changes regarding any PNA issues with your club. Click [HERE](#) for more details about the role of the Club Contacts.

Refer to section 2.1 of the PNA Competition Handbook for more information.

[Complete the 2024 PNA Club Affiliation form here >](#)

PLAYHQ DATABASE USER AGREEMENTS

Clubs are also required to return a signed **PlayHQ Database User Agreement**. This should be completed by a club individual who will be the “Principle User” of PlayHQ on the clubs behalf. Often the club registrar will assume this role.

[Complete the PlayHQ Database User Agreement pdf attached with this document.](#)



STEP 2

JOIN OUR COMPETITIONS

Open: **Now**
Closes: **13th February**

The PNA winter netball season offers a range of netball competitions for primary school age, secondary school age and open aged participants. [You can see the Competition Dates for 2024 here.](#)

Your club has been invited to the different competitions within PlayHQ based on your 2023 participation. You will find these invitations by logging into your club's PlayHQ account, then:

- Go to the **Competition** tab on the left menu bar
- Click on the heading **Invitations** across the top menu bar
- Your invitations to the 2024 aged competitions will appear here
- Accept the invitations

If your club would like to be invited to any additional competitions for teams to be submitted in 2024 please email pnacompetition@perthnetball.com.au

Please note - In 2024 we are introducing two Thursday afternoon time slots to our NetSetGO competition and will be limiting the amount of teams that can register for our traditional Friday timeslots. By doing this we hope to reduce traffic and parking congestion. More information will be made available to clubs who have indicated they are submitting NSG teams in the new year.



STEP 3

REGISTER YOUR MEMBERS

REGISTER YOUR PLAYERS

Open: Now
Closes: 26th March (Secondary School and Open Players)
 28th March (Primary School Players)

Once your club has accepted the invitation to the different age competitions, you can setup your club registration forms and then players can begin registering to play for your club. Please see the following table [PNA 2024 Competition Age Breakdown](#) showing the different age groups, the PlayHQ registration required and the PNA Competition they will be playing in.

Please note: Players in Year 5 can play in the NetSetGO 4/5 Competition or in the Year 5 Junior Netball Competition.

Every player must register with your club and pay the age-appropriate membership fees set by PNA, Netball WA (NWA) and Netball Australia (NA). A breakdown of all membership fees for 2024 is outlined in the table below.

All figures are inclusive of GST and include a 2.03% PlayHQ/Stripe transaction fee. Please note that on top of the Total Member Affiliation Fees, Netball Australia will charge a 1.49% PlayHQ service fee to participants on all transactions at the time of check out. The purpose of this fee is to fund upgrades and provide additional features to PlayHQ for netball. No action is required by club administrators, other than to notify your fee-paying members that this charge will be added at check out.

Age Group	Member Affiliation Fees			
	PNA	NWA & NA Member Fee	NA Admin & Service Fee	TOTAL
Senior (18yrs +)	\$0	\$101.01	\$4.49	\$105.50
Junior Player (11-17yrs)	\$0	\$96.93	\$4.49	\$101.42
NetSetGo (5-10 yrs)	\$18.37	\$79.54	\$4.49	\$102.40

When clubs set their own additional club charges in PlayHQ they should be mindful of the 2.03% transaction fee that will automatically be deducted from any monies received and adjust the amount charged accordingly.

The money collected through PlayHQ will then be automatically disbursed to your club, Netball Australia, Netball WA and PNA as appropriate.



REGISTER YOUR NON-PLAYING MEMBERS

All non-playing members, including coaches, umpires, committee members and all other volunteers **must** be registered in PlayHQ to be covered for insurance but are **not required** to pay any affiliation fees.

MOVING COMPETITIONS & AGE BRACKETS

If a player is moved to a new competition within your club after their initial registration, they need to re-register into the new competition and the original registration must be cancelled.

If your club is taking club fees through PlayHQ, then you can create a voucher through PlayHQ for the registrant to use when they re-register to avoid being charged your club fees twice. They will not be charged by PNA, NWA or NA twice.

Example 1 - A Year 5 player who initially registers into the NSG Year 4/5 Competition but ends up playing in the Junior Year 5 Competition must register into the Junior Year 5 Competition and the club must cancel their NSG Year 4/5 registration. They will not be recharged the Netball Australia and Netball WA affiliation fees as these are charged based on age and not competition.

Example 2 - A 17 year old (not turning 18 by the end of the year) that is in Year 12, and will be nominating into an Open team, must register into the Open Competition. This participant will be charged the Junior affiliation fee and not the Senior affiliation fee.

DEREGISTERING A PLAYER

The PNA deregistration cut-off date for 2024 is **Wednesday 26th April**. If a player wishes to withdraw from the season before this date, they can do so and get a full refund minus any service fees. To deregister a player, clubs must send the player's details to pnacompetition@perthnetball.com.au

A player is **not** able to receive a refund of their Netball WA or Netball Australia affiliation fees if they have taken the court during any club **training or matches**. This **does not** include trials.

Refer to section 2.4 of the PNA Competition Handbook for more information.

Clubs are entitled to set their own refund policies for their additional charges.



STEP 4

NOMINATE YOUR TEAMS

Opens: 13th February
Closes: 12th March

Further information on the team nominations process in PlayHQ will be emailed to all clubs just before the nominations are open. In order to nominate a team, a minimum of 7 players and maximum of 10 players (12 for Open) must be allocated to each of your teams.

PNA will invoice clubs for their total team nomination fees once team nominations have closed. PNA requires a deposit of at least 50% of your total team nomination fee after your team nominations have been confirmed. Full payment is required before the start of the season.

The table below outlines the team fees structure for 2024. All figures below are inclusive of GST.

Age Group	Team Nomination Fee
Open	\$720
Junior Year 7/8 and 9/12	\$650
Junior Year 5 & 6	\$510
NSG Year 2/3 & 4/5	\$510

Penalties apply for withdrawing teams after the closing date for team nominations.

Refer to section 2.3 of the PNA Competition Handbook.

GRADING

PNA grading committees will meet after all teams nominations and player registrations have closed. During this process, PNA uses historical information we have on players who have previously played at PNA, as well as information provided by clubs during the team nominations process. For this reason, it is essential that clubs provide as much detail as possible about the strength and netball experience of players in your teams, especially new players, to assist our grading committees.

Refer to section 3.3 of the PNA Competition Handbook for more information.



FIXTURES

Fixtures will be entered into PlayHQ as soon as grading is completed. Clubs will be notified once these are complete. Match times for each competition age group are summarised in the following table.

PNA Winter Competition Match Times (Regular Rounds)		
Age Group	Thursday or Friday	Saturday
NSG Yr 2/3 & 4/5	4:10pm, 5:05pm**	
Junior Yr 5		8:00am
Junior Yr 6		9:00am
Junior Yr 7/8		10:00am / 11:30am
Junior Yr 9/12		11:30am, 1:00pm & 2:30pm/4:00pm*
Open		2:30pm/4:00pm*

*Alternates weekly between two times

**TBC

Refer to section 3.4 of the PNA Competition Handbook for more information.

PLAYHQ HELP

There are two formal ways to seek help with PlayHQ. Attend a training session at PNA or engage PNA to undertake the process for you via PNA Administrative Services. In addition, you can contact the PNA office by calling 9387 7011 or emailing pnacompetition@perthnetball.com.au

PlayHQ TRAINING SESSION - Wednesday, 14th February

PNA has organised a PlayHQ Training Session at 6:00 pm in the PNA Hall.

At this training session, club administrators will be shown how to create their online registration forms and perform general administrative tasks on PlayHQ. This training is highly recommended for new club coordinators who are not using the PNA PlayHQ Administration Service. More information on how to register your attendance will be sent in the new year.

Club Coordinators who are unable to attend the session and would like to request an alternate training date, can do so by emailing pnacompetition@perthnetball.com.au



PLAYHQ ADMINISTRATION SERVICE

Opens: 6th February
Closes: 21st March (Secondary School and Open Players)
23rd March (Primary School Players)

PNA is again offering our services to perform your club's PlayHQ administration functions. This includes the creation of registration forms and team nominations. Our fees for this service are set out in the table below.

Service	Fee including GST
Registration Form (One required per age competition)	\$16.50
Team nominations	\$33 per team

Your club can register their interest for this service on the Club Affiliation Form at Step 1.



STEP 5

ATTEND THE PNA GENERAL CLUB MEETINGS

Tuesday, 5th March:	Primary School age teams (NSG/ Junior Year 5 and Junior Year 6) @ 6.30pm
Wednesday, 6th March:	Open and Secondary School age teams (Years 9-12, 7/8) @ 6.30pm

The PNA General Club Meeting is held at the beginning of the year and allows PNA to provide clubs with important information about the coming season. It is also a great opportunity for your club coordinators to meet other club coordinators and ask us any questions. Topics will include:

- important rules and policies;
- support and resources available;
- the requirements of Coaches and Umpires;
- Question and Answer session.

Please ensure at least one representative from your club attends this meeting. Further details about these meetings will be sent out closer to the date.

USEFUL INFORMATION

KIDSPORT

KidSport enables West Australian children aged 5 to 18 years to participate in community sport and recreation by offering them financial assistance of up to \$300 per calendar year towards club fees. KidSport helps thousands of children in Western Australia to experience the benefits of community sport at registered KidSport clubs. For more information please head to the Department of Local Government, Sport and Cultural Industries [here](#).

If your club is not a registered KidSport club, members can still access KidSport funding by nominating "Perth Netball Association Inc" as their club. For more information email Heather at pnafinance@perthnetball.com.au

WORKING WITH CHILDREN CHECKS

Under the Working with Children (Criminal Record Checking) Act 2004 those people whose usual duties of work (including volunteering) involving or likely to involve contact with a child (under 18) are required to have a Working with Children Check (WWC).

Clubs must ensure that their members, including volunteers, are compliant with the WWC legislation and that adequate records are kept on file. Netball WA has produced a [WWC Compliance Toolkit](#) with all the necessary record keeping obligations. You can also visit the [WA Working With Children Check website](#) for more details regarding WWC in Western Australia.

PNA will issue more information in relation to WWCC early in 2024.

