

# HERVEY BAY NETBALL ASSOCIATION MANAGEMENT GUIDELINES

Information and guidelines on the running of Hervey Bay Netball  
Association

*ADOPTED:  
22nd October 2019  
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AMENDED 22nd  
November 2019*

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## Association Motto

The Hervey Bay Netball Association (HBNA) motto is: 'Clean Fair Netball'.

## Association Colours

The HBNA colours are:

- Bottle Green
- Red
- Black
- White

These colours are not available to affiliated clubs for registration as official colours without prior written approval of Management.

The HBNA Uniform will be registered with Netball Queensland, and is not permitted to be worn by any other teams or clubs affiliated to HBNA.

## Association Structure

HBNA has the following organisational structure:

- HBNA Management Committee – voted in at the AGM
- HBNA Support Roles – appointed by HBNA Management Committee
- HBNA Sub-Committees – appointed by HBNA Management Committee
- Affiliated Clubs

All Office Bearers and Volunteers of HBNA must provide and keep valid all government and NQ required licences, including Working with Children Blue Cards.

## HBNA Management Committee

### Overview

Members of HBNA Management Committee, should expect to be involved in the decision-making and running of the association. Members on the committee are expected to act as an elected representative of their members and in the best interests of the association.

The Committee is a collective body, in that while each member of the committee has the right to argue for their own point of view and to vote for that, once a collective decision has been made committee members are required to support that decision.

The committee is collectively responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

### HBNA Management Committee Roles and Contact Details:

ROLE	EMAIL ADDRESS
President	hbnapresident@gmail.com
Vice President	hbnavicepresident@gmail.com
Secretary	netballherveybay@gmail.com
Treasurer	hbnatreasurer@gmail.com
Records Officer	hbnarecordsofficer@gmail.com

Umpire Officer	hbnaumpireofficer@gmail.com
Coaching Officer	hbna coachingofficer@gmail.com
Publicity Officer	hbnapublicityofficer@gmail.com
Equipment Officer	

## HBNA Support Roles

### HBNA Support Roles and Contact Details:

ROLE	EMAIL ADDRESS
Rep Coordinator	hbna.repcoordinator@gmail.com
Rep Treasurer	
Rep Uniform Officer	hbnauniform@gmail.com
Rep Fundraising Officer	hbna repfundraising@gmail.com
Net Set Go Coordinator	hbnanetsetgo@gmail.com
Canteen Coordinator	

## HBNA Sub-Committees

All Officers shall keep all documents; minutes, books, papers, records, accounts, receipts, money, bank statements, and goods, belonging to the Association pertaining to their office and shall deliver up the same and all other property of the Association in their possession at the completion of their term of office or if called upon to do so at any time by the Management.

All sub-committees shall form and operate according to the clauses listed below:

- (a) All members of Sub-Committees shall be registered members of the Association/an affiliated Club, Life Members or serving members of the Management;
- (b) Nominations for such committee positions shall be called for by Management from time to time as required;
- (c) Members of Sub-Committees shall be elected by Management
- (d) Each Committee/Sub-Committee must appoint a Coordinator to represent the committee/Sub-Committee;
- (e) The Coordinator shall arrange and preside over meetings of the Committees/Sub-Committees and shall forward copies of the Minutes, Reports and recommendations to the Secretary of the Association within seven (7) days of the meeting or (7) days prior to the next Management meeting whichever is the sooner, for approval by the Management and/or the Management meeting. The Coordinator is to notify the Secretary prior to conducting meetings;
- (f) At any meeting of any Committee/Sub-Committee a quorum shall comprise at least half of the members entitled to attend;
- (g) The President and Secretary shall be ex-officio members of all Committees/sub-committees, with the exception of the Rep Selection Committee and Appeals Tribunal, and shall be entitled to vote at all Committees/sub-committee meetings.
- (h) The Management shall have the power to appoint Sub-Committees for the management of such affairs as are necessary;
- (i) The Coordinator of all Sub-Committees shall be available to attend any Management Meeting as directed.

- (j) Represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- (k) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

## Representative Netball Sub-Committee

This sub-committee is tasked with the day-to-day running of the HBNA Rep program. The Representative Netball Sub-Committee shall consist of the President, Secretary, and the following positions:

- Rep Coordinator
- Rep Treasurer
- Rep Uniform and Equipment Officer
- Rep Fundraising Officer

The tasks associated to these four (4) positions are detailed in the HBNA Support Roles and Position Descriptions section of this document. In addition to these four (4) positions, the Rep Committee shall also include general committee members. All members of this sub-committee shall be appointed and approved by HBNA Management.

The HBNA Representative Netball Policy provides full details related to the scope of responsibility, and processes related to Representative Netball. Refer to this policy for more detail.

Members on this sub-committee shall:

- (a) Meet when required
- (b) Plan and implement all aspects of the Representative Program
- (c) Advise HBNA Management on improvements to the Representative Program
- (d) Report to the Management Committee as directed
- (e) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA
- (f) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

## Representative Selection Sub-Committee

This sub-committee is tasked selecting players for the HBNA Rep teams. The Representative Selection Sub-Committee shall consist of the four (4) elected members approved by HBNA Management. It is preferable that these member have previously experience in selections, and should not include players standing for selection.

The HBNA Representative Netball Policy provides full details related to the scope of responsibility, and processes related to Representative Netball. Refer to this policy for more detail.

Members on this sub-committee shall:

- (a) Conduct Rep trials in consultation with the Coaching Officer & Umpire Officer
- (b) Submit final team selections to HBNA Management for ratification and publication
- (c) Declare a conflict of interest with the appropriate person, and remove themselves from the selection pertaining to that conflict
- (d) Ensure all selection material, discussions and meetings remain confidential to the Rep Selection Sub-Committee and relevant personnel
- (e) Select Rep Teams as instructed by the HBNA Management
- (f) Report to the Management Committee as directed
- (g) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA

- (h) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

## Umpire Sub-Committee

This sub-committee is tasked with assist with development and training of umpires. The Umpire Sub-Committee shall consist of the President, Secretary and Umpire Officer, and one (1) representative from each member club of the Association.

The HBNA Umpire Development Policy provides full details related to the scope of responsibility, and processes related to umpire development. Refer to this policy for more detail.

Members on this sub-committee shall:

- (a) Meet as directed by HBNA Management
- (b) Stimulate interest in the training of umpires
- (c) Report and record all alterations and interpretations of rules as set down by A.A.N.A to HBNA Management and affiliated clubs
- (d) Offer assistance to clubs
- (e) Provide assistance to any Representative umpires
- (f) Conduct development sessions for umpires
- (g) Resolve umpiring enquiries regarding to rule interpretation, scheduling and disputes
- (h) Recommend to HBNA Management names of umpires to be appointed to Representative Teams
- (i) Recommend to HBNBA Management names of umpires to be scheduled for accreditation
- (j) Arrange for screening of candidates for umpire accreditation
- (k) Encourage umpires to undertake development
- (l) Assist in review and development of umpiring policies and procedures
- (m) Be responsible for naming umpires on all fixture matches in consultation with affiliated clubs
- (n) Report to the Management Committee as directed
- (o) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA
- (p) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

## Grading Sub-Committee

This sub-committee is tasked with grading teams and, where required, individual players. The Grading Sub-Committee shall consist of the President, Secretary and Records Officer who will have one vote, and two (2) persons from each member club of the Association. Each member Club will have one voting right. The appointed Club Representatives must attend each grading fixture competition day and must maintain a constant presence for the entirety of the grading process.

Additionally, HBNA Management can at its discretion appoint up to a maximum of three (3) other members, preferably independent, to assist on this committee.

The HBNA Grading Policy provides full details related to the scope of responsibility, and processes related to grading. Refer to this policy for more details.

Members of this sub-committee shall:

- (a) Meet when directed by HBNA Management
- (b) Undertake grading duties as outlined in the HBNA Grading Policy
- (c) Report to the Management Committee as directed
- (d) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA

- (e) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

## Coaching and Development Sub-Committee

This sub-committee is tasked with assist with coaching and development sessions as set by the Coaching Officer. The Coaching and Development Sub-Committee shall consist of the President, Secretary and Coaching Officer, and one (1) representative from each member club of the Association. These club representatives should hold a minimum Foundation Coaching accreditation.

Members of this sub-committee shall:

- (a) Meet when required
- (b) Assist with planning and delivering of coaching and development sessions
- (c) Advise HBNA Management on methods of improving standard of play
- (d) Provide assistance to any Representative Team Coaches as requested
- (e) Give demonstrations, and be available to assist clubs if needed
- (f) Report to the Management Committee as directed
- (g) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA
- (h) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

## Fundraising Sub-Committee

This sub-committee is tasked with organisation and running of all HBNA fundraising activities (with the exception of those activities managed by the Rep Committee) as approved by HBNA Management. The Fundraising Sub-Committee shall consist of the President, Vice President and Secretary, and one (1) representative from each member club of the Association.

Members of this sub-committee shall:

- (a) Meet when required
- (b) Organise and conduct fundraising activities, including raffles, entertainment and functions for the benefit of the Association
- (c) Assist the Vice President in obtaining and arranging Sponsorship on behalf of the Association
- (d) Report to the Management Committee as directed
- (e) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA
- (f) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

No raffles or other fund raising other than Association raffles and fund raising are to be run on Association grounds, without prior approval of HBNA Management.

## Carnival Sub-Committee

This sub-committee is tasked with organisation of HBNA carnivals. The Carnival Sub-Committee shall consist of the President and Secretary, and one (1) representative from each member club of the Association.

Members on this sub-committee shall:

- (a) Meet when required
- (b) Undertake duties to assist HBNA Management to organise and supervise carnivals undertake by HBNA
- (c) Report to the Management Committee as directed

- (d) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA
- (e) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

## Grandfinal Sub-Committee

This sub-committee is tasked with organisation of HBNA Grandfinal event. The Grandfinal Sub-Committee shall consist of the President and Secretary, and one (1) representative from each member club of the Association.

Members on this sub-committee shall:

- (a) Meet when required
- (b) Undertake duties to assist HBNA Management to organise and supervise HBNA Grandfinal day activities
- (c) Report to the Management Committee as directed
- (d) Represent the Association whenever possible and must make not statement contrary to any policies or procedures of the HBNA
- (e) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA

## Protest Sub-Committee

This sub-committee is tasked with reviewing and resolving all protests in relation to fixtures and competition controlled by the Association. The Protest Sub-Committee shall consist of three (3) members, being: one (1) elected member who shall act as the Chairperson of the Sub-Committee, the President, plus one other Management member whose portfolio is relevant to the complaint. This person shall be appointed by the Management Committee from time to time.

Members of this sub-committee shall:

- (a) Meet during the season at such times as may be necessary to deal with all protests referred to it by the Secretary
- (b) Report to the Management Committee as directed
- (c) Represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- (d) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

## Appeals Tribunal

This sub-committee is tasked with reviewing and determining appeals duly brought under Clause 10 of the Constitution – related to appeals against rejection or termination of membership of the Association. The Appeals Tribunal shall consist of three (3) persons not being serving members of the Management Committee.

Members of this sub-committee shall:

- (a) Meet when required, as notified by the Secretary
- (b) Undertake a review of appeals related to rejection or termination of membership of the Association
- (c) Report to the Management Committee as directed
- (d) Represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- (e) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.



## Club Affiliation

Each year, any netball club wishing to participate in HBNA must apply for affiliation. Clubs must have a minimum of two (2) teams to be eligible for affiliation with HBNA.

Clubs that have been approved for affiliation shall be bound by the Constitution, Competition Guidelines and all other policies and procedures of HBNA

The club affiliation fee is set at the first HBNA Management meeting after the AGM.

The paperwork and fee must be submitted in accordance with deadlines set by HBNA each year. This paperwork will include, but not be limited to, the following:

- Details of the club
- List of appointed club personnel, and contact details
- Uniform description

On first for applying for membership, each club shall submit to the Secretary full written particulars of its uniform together with a proposed design and colour samples, for approval by the Management.

Uniforms acceptable to the Association are as approved from time to time by the Management with notification given to all affiliated teams/clubs.

HBNA Management shall prepare and submit to all affiliated clubs/teams a direction setting out general standards of playing uniforms to be maintained by all registered teams and shall review and revise the same as required from time to time.

Existing clubs are required to use their current name and colours from year to year unless approval to change same is sought granted by the Management Committee.

A club/team's colours will be held in reserve for twelve (12) months pending their re-nominations. No other club/team may apply to use these colours during this one (1) year period.

## Club Contact Information

<b>Bay Bullets</b>	baybulletsnetball@hotmail.com
<b>Breakaways</b>	breakawaysnetballclubhb@gmail.com
<b>Comets</b>	cometsnetballclub.secretary@outlook.com
<b>Cosmos</b>	cosmosnetball@gmail.com
<b>Fraser Flames</b>	mchampney@fcac.qld.edu.au
<b>St James</b>	netball@stjameslc.net

## Club Delegate

Club delegates represent their club at HBNA Management and General meetings. This role is appointed within each club. This role suits someone who is good at communicating with a range of people.

The Club Delegate shall:

- (a) Attend all General/Special General Meetings and Annual General Meetings;
- (b) Prepare and present Club Report to the Secretary for the Monthly Management Meeting by close of business one week prior to that meeting;
- (c) Prepare a report for the Secretary for all General Meetings and to the Annual General meeting of its activities;
- (d) May be a participating member of sub-committees of HBNA as required;

- (e) Receive and attend to general business agenda items from clubs in relation to fixtures and competitions;
- (f) Carry out such duties as required for the smooth and efficient running of fixtures and competitions;
- (g) Ensure Club duties as designated by Management are carried out by the Club as required for the smooth and efficient running of fixtures and competitions;
- (h) Represent the Association whenever possible and must make no statement contrary to any policies or procedures of the HBNA;
- (i) Perform such other duties as may be required by the Management Committee having regard to the provision of the Constitution and Policies of the HBNA.

## Inter-Association Competition

Competition and Fixtures may be conducted between affiliated associations subject to regulations which shall be made by the Management from time to time.

No member of any affiliated body may take part in a fixture or carnival match against a team not affiliated with the Association or the All Australia Netball Association except as authorised by the Management.

Management alone shall have power to invite teams from other centres for representative matches in Hervey Bay. Such invitations may be issued at the request of any affiliated club, provided that arrangements made for the visit, finance, accommodation, play and entertainment are approved by the Management.

## Registration Fees/Insurance

The player fees are made up of a component that goes to club, a component that goes to HBNA, a component that goes to our regional/zone body, and a component that goes to Netball Queensland. Of the component that goes to Netball Queensland, a portion of that is paid to an insurance company to cover the player in the event of injury.

HBNA appointed Coaches and Committee members should also be insured (for injury and other risks), and so there is a non-player registration fee that need to be paid for these members. Typically, HBNA covers the cost of these non-player registrations in recognition of the contribution these volunteers make to the association.

## Fees, Fines & Levies

Fines are imposed on any Club/player for breaches of regulation as set out by HBNA Management. These fines are set at the first HBNA Management meeting after the AGM. These fees, fines & levies include, but are not limited to:

- (i) Failure to supply a Delegate at any General Meeting;
- (ii) Failure to carry out Management Duty;
- (iii) Failure to carry out Club Duty;
- (iv) Failure to carry out appointed Grading Duty;
- (v) Failure to supply an umpire at the time rostered;
- (vi) Failure to comply with uniform dress standards;
- (vii) Failure to sign a scoresheet;

A fine imposed upon a player for any of the above breaches of regulations must be paid before the player participates in their next fixture game;

A fine imposed upon a club for any of the above breaches of regulations shall be paid within seven (7) days by the Club or voting rights will be suspended until such time that the fine/s are paid;

Issue, management and collection of such Fees, Fines and Levies will be the responsibility of the Treasurer and Records Officer.

Additional Fees & Levies may be imposed by the Association on all Affiliated Clubs for a specific purpose and can include, but not limited to:

- (i) Special Levies imposed by All Australia Netball, Netball Queensland or any other body with which the Association is affiliated;
- (ii) Night Training or Light Fees.

## Unfinancial Members

Any individual player/team/club which is reported to the Association as being unfinancial shall be ineligible to affiliate with any other team/club until the original debt is cleared.

Upon notification of unfinancial members, the Association shall advise the offending members of the conditions.

## Meetings

### AGM

HBNA holds an AGM (Annual General Meeting) at the conclusion of the HBNA financial year (September 30). All outgoing committee members are expected to attend the AGM.

Details regarding how the AGM is to be conducted (including quorum details) are found in the HBNA Inc Constitution, held by the club Secretary, and available on the HBNA website.

### General Meetings

From time to time, HBNA may hold a General Meeting to communicate important matters to the clubs and Life Members.

Details regarding how General Meetings are to be conducted (including quorum details) are found in the HBNA Inc Constitution, held by the club Secretary, and available on the HBNA website.

### Management Committee Meetings

HBNA requires committee members to meet on a regular basis to ensure the association runs effectively. These meetings are usually held monthly, but can be held more frequently, or deferred for a month, in exceptional circumstances. All committee members are expected to attend the monthly management committee meetings.

Details on how these meetings are to be conducted (including quorum details) are found in the HBNA Inc Constitution, held by the club Secretary, and available on the HBNA website.

## Life Membership

HBNA Members who have given meritorious service to the Association for a period of not less than ten (10) years are eligible for nomination for Life Membership. The Secretary shall maintain a list of the Life Members, including their contact information.

Life Members:

- May attend and vote at Association General Meetings
- Are exempt from payment of dues and levies

## Process for Nomination and Appointment

The nomination and appointment process for Life Members is as follows:

1. Nominee, or person submitting a nomination on behalf of a nominee, must submit an application in writing to the Association no later than twenty-one (21) days prior to the AGM at which the nomination is to be considered. This application must include:
  - a. names of the nominee
  - b. proposer and seconder
  - c. outline of the contribution made by the nominee, including the years of service
2. Once the Secretary has confirmed the nomination is in order, the Secretary will add the nomination to the agenda for the Annual General Meeting for consideration at that meeting. The item should indicate:
  - a. names of the nominee
  - b. proposer and seconder
  - c. a copy of the application attached
3. Election to membership is subject to approval by at least two-thirds of the members present and eligible to vote at the Annual General Meeting at which the nomination is considered
4. No more than two (2) persons may be appointed in any calendar year.

## Policies and Procedures

HBNA has a number of policies and procedures. It is expected that all Committee members would be aware of the content of these documents. Most of these documents would be available on the HBNA website. They are listed below:

1. Document Type: Constitution  
 Document Name: Hervey Bay Netball Association Incorporated Constitution  
 Document Location: Original with Office of Fair Trading  
 Copy in Clubhouse  
 Electronic file with Secretary
2. Document Type: Bylaws  
 Document Name: Hervey Bay Netball Association Incorporated Bylaws  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
3. Document Type: Competition Guidelines  
 Document Name: Hervey Bay Netball Association Incorporated Competition Guidelines  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
4. Document Type: Policy – Child Protection  
 Document Name: Hervey Bay Netball Association Child Protection Risk Management Policy  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
5. Document Type: Procedure – Blue Card  
 Document Name: Hervey Bay Netball Association Blue Card/Working With Children Check Procedure  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
6. Document Type: Policy – Member Protection  
 Document Name: Hervey Bay Netball Association Member Protection Policy  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary

7. Document Type: Guidelines – Management Guidelines  
 Document Name: Hervey Bay Netball Association Management Guidelines  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
8. Document Type: Policy – Position Descriptions  
 Document Name: Hervey Bay Netball Association Position Descriptions  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
9. Document Type: Policy – Complaint Management  
 Document Name: Hervey Bay Netball Association Complaint Management Policy  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
10. Document Type: Policy – Representative Netball  
 Document Name: Hervey Bay Netball Association Representative Netball Policy  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
11. Document Type: Policy – Grading  
 Document Name: Hervey Bay Netball Association Grading Policy  
 Document Location: Copy in Clubhouse  
 Electronic file with Secretary
12. Document Type : Guidelines – Net Set Go  
 Document Name : Hervey Bay Netball Association Net Set Go Guidelines  
 Document Location : Copy in Clubhouse  
 Electronic file with Secretary
13. Document Type : Policy – Personnel Email and Dropbox  
 Document Name : Hervey Bay Netball Association Personnel Email and Dropbox Policy  
 Document Location : Copy in Clubhouse  
 Electronic file with Secretary
14. Document Type : Policy – Umpire Development  
 Document Name : Hervey Bay Netball Association Umpire Development Policy  
 Document Location : Copy in Clubhouse  
 Electronic file with Secretary
15. Document Type : Policy – Awards  
 Document Name : Hervey Bay Netball Association Annual Player and Official Awards Policy  
 Document Location : Copy in Clubhouse  
 Electronic file with Secretary

16. Document Type: Policy – Alcohol Management  
Document Name: Hervey Bay Netball Association Alcohol Management Policy  
Document Location: Copy in Clubhouse  
Electronic file with Secretary
17. Document Type: Policy – Smoke Free  
Document Name: Hervey Bay Netball Association Smoke Free Policy  
Document Location: Copy in Clubhouse  
Electronic file with Secretary
18. Document Type: Policy – Facilities Hire  
Document Name: Hervey Bay Netball Association Hire of Facilities Policy  
Document Location: Copy in Clubhouse  
Electronic file with Secretary

Other documents such as our Certificate of Incorporation and our insurance Certificate of Currency are also held by the Secretary.