



# Gladstone Netball Association

Memorial Park, Side Street | Gladstone, QLD 4680  
(PO Box 982)

## Standard Operating Procedure (SOP) – Annual Planning Meeting

Effective Date: [Insert Date] Reviewed By: [Insert Reviewer Name]

### 1. Purpose

To establish a clear, consistent process for conducting the annual Planning Meeting in preparation for the upcoming netball season and Annual General Meeting (AGM).

### 2. Scope

This SOP applies to all GNA committee members and affiliated entities involved in the planning and delivery of the netball calendar year.

### 3. Procedure

#### 1. Scheduling

- The Planning Meeting must be scheduled no later than two months prior to the AGM.

#### 2. Meeting Agenda

The following items must be tabled and discussed during the Planning Meeting:

##### a. Sign-On Date

- Confirm official date for player registrations.

##### b. Fees Structure

- **Player Registration Fees** for Mini Netters, juniors, and seniors.
- **Netball Queensland Fees** for both players and non-players.
- **GNA Fees** covering:
  1. Electricity
  2. Grounds staff
  3. Cleaning and court maintenance
  4. Facility upkeep
  5. Administration costs
- Confirm **due dates** for payment by all affiliated entities.

##### c. Review of Other Fees

- Night training fees (with exemption for representative team sessions).
- Fines for:
  1. Match forfeits
  2. Non-compliance with umpiring duties



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- Start and end dates for the netball season (including Mini Netters).
- Finals schedule.
- Grading/pre-season games and grading committee meeting dates.
- AGM date.
- Representative trial dates.
- Pam Moore Carnival date.

## e. Affiliation Fees

- Confirm and set the affiliation fee for clubs and independent teams.

## 3. Documentation

- Minutes must be recorded.
- Fee decisions and dates must be clearly documented in the season calendar.

## Responsibilities

- **GNA President/Chairperson:** Convene and facilitate the Planning Meeting.
- **Secretary:** Circulate agenda, take and distribute minutes, update season calendar.
- **Treasurer:** Present fee structures and collect inputs on financial considerations.
- **Competitions Co-Ordinator:** Present grading proposals and timelines.
- **Rep Coordinator:** Submit rep trial dates and training needs.