



**BANYULE &
DISTRICTS**
Netball Association

BANYULE AND DISTRICTS NETBALL ASSOCIATION

REPRESENTATIVE COMMITTEE PROTOCOL HANDBOOK

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INTRODUCTION

Banyule Districts Netball Association Ethos

Association Ethos

The Ethos of the association is to provide teams for the elite players of BDNA and to strive to get the best possible teams and create a pathway for all players.

In providing an elite player pathway, Banyule & Districts Netball Association strives to field coaches of appropriate qualification to the level they are assigned to coach in order to develop players to their potential. In doing so, the association promotes the individual development of coaches and will assist coaches in their development where possible.

Banyule and Districts Netball Association strives to achieve the elite player and coaching pathways through the organized structure of the BDNA Representative Committee (a sub-committee of the BDNA Executive). It is the aim of this representative committee to provide a supportive and equal environment to the benefit of all participants (players, coaches, volunteers etc) in relation to representative netball matters.

Coaches Ethos

The ethos of the coaches is to field the best possible teams for BDNA to ensure that we are competitive at the SNHC and any Representative Tournaments attended.

Coaches are expected to provide an inclusive training and match environment for all team members. Coaches are to provide coaching services in a professional manner at all times whilst striving for the best from all players. In doing so coaches need to be considerate of the outside influences (school, work and other sports) and endeavor to challenge players to achieve their playing, potential and advancement through individual player and team development incorporating the coaches code of behaviour.

Players Ethos

The ethos of the players should be to strive to do their personal best at all times with an aim to be promoted to the next playing level. When players are promoted amongst teams, it is expected that the individual player will strive to perform their best in order to hold their place in the team they have been promoted to. All other playing members of teams affected by player movement changes will be supportive of the changes as active team members.

BDNA representative netball players are selected to represent the association and it is expected that they will conduct themselves in accordance with the Player Code of Behavior at all times.

Representative Netball

Representative Netball at Banyule seeks to provide an outlet for the community of BDNA to play netball at an elite level. Our Representative players, coaches, umpires and parents are expected to respect and be loyal to the uniform and strive towards building a strong and competitive association. All participants are expected to adhere to their relevant codes of behavior.

1. Selection of Coaches for Representative Teams

- 1.1 The Rep Committee must advertise coaching positions. Advertising mediums could be through but are not limited to:
 - a. Netball Victoria
 - b. Local paper
 - c. At the stadium
 - d. Various sporting websites (www.sportspeople.com.au)
- 1.2 Representative Team coaches must apply for the position requested and send a CV detailing coaching experience.
- 1.3 Upon review of coaching applications, the Representative Team Committee will then determine the positions for the coaches.
- 1.4 The Head Coach will select the senior coaches of each playing level.

2. Selection Responsibilities

- 2.1 The Head Coach(es) will take all recommendations to the Rep Team Committee for approval prior to selection day(s)
- 2.2 The Head Coach(es) as appointed by the Board is/are solely responsible for the entire selection process of all players on selection day(s)
 - 2.2.1 The Head Coach(es) will have final say on all selection issues on the day of selections
- 2.3 The Head Coach(es) may seek the services of a person/s they feel fit for the selection process.
- 2.4 The squad numbers will total nine players per team.
- 2.5 The selection of the nine players should balance as:
 - 2.5.1 3 Goalers
 - 2.5.2 3 Centre court
 - 2.5.3 3 Defenders
- 2.6 Should there not be a development squad (7.4) three emergencies are to be selected per section/age group and should be balance of, a centre court player, a defender and a goaler.

3. Selections

- 3.1 Positions in the BDNA Representative Teams are available annually through an official selection process.
- 3.2 The primary selection source is BDNA trials to be held October/November every year.
- 3.3 The secondary selection source is via TID (Talent Identification)

- 3.3.1 This process is applicable should the need arise during the playing year.
- 3.3.2 This process is available upon consultation with the Head Coach and must be ratified through the Representative Committee, prior to any player taking the court.

4. Candidates/Selected Players

- 4.1 Candidates/Selected players in 11/U to 17/U in the current Netball year must be registered members of Netball Victoria & the Banyule and Districts Netball Association (BDNA) and play for a registered club or team within a BDNA run competition for 12 months they were selected.
 - a. Candidates/Selected players also qualify as per paragraph 4.1 in a BDNA affiliated competition.
 - b. Candidates/Selected players are to complete a player's contract and abide by all rules within the contract see attachment 3.

5. Applications

- 5.1 All BDNA representative team position applications or correspondence will go through the Association administrator.
- 5.2 The BDNA Administrator will be the returning officer for all candidates' applications.
- 5.3 Each candidate will nominate 2 playing positions.
- 5.4 Each candidate will get to perform in each of their nominated positions.
- 5.5 The selectors may request a candidate to play a position not listed as their nominated playing position.
- 5.6 Candidates may try out for more than one section/age group should they be eligible. This is based on the Netball Victoria eligibility criteria.
 - 5.6.1 In the case of 11 & Under candidates, it is strongly recommended they do not try outside their age group. Any requests for an 11 & Under candidate to try above their age level must be in writing and submitted with the application form.
- 5.7 Should a candidate be successful in more than one section, the older age level will be the position offered.
- 5.8 Candidates may only try out after completion of the official application form.
- 5.9 All applications for BDNA try outs must be received by the Returning Officer by the published due date.
 - 5.9.1 Late application forms will only be considered at the discretion of the head coach.

- 5.9.2 Applications will only be valid on receipt of any applicable fees.
- 5.9.3 A receipt must be provided upon application.
- 5.10 All applicants must trial on both trial dates
- 5.10.1 Should an applicant be unable to attend a trial date a letter or supporting document must be given to the BDNA Administrator prior to the trial date of non attendance.
- 5.10.2 If due to unforeseen circumstances a notification is not possible prior to trial date of non attendance a letter or contact must submitted to the BDNA Administrator within 48 hours.
- 5.11 All applicants will be allocated an identity number by the BDNA Administrator and this number will remain the same throughout the trial process.
- 5.12 The BDNA Administrator may appoint one or more agents from the representative Committee to physically number the candidates.
- 5.13 Candidate's names, club and teams of origin will only be known to the BDNA Administrator.
- 5.14 Players are requested to wear blue or black, shorts or skirts and white shirt for trials.
- 5.15 Umpires convener to provide all umpires for trials process.
- 5.16 Tryouts – a ballot system will be used for court position until each candidate has played both positions. Vacant positions will be filled by the same ballot of candidates who have played.

6. Conflict

- 6.1 No person who has a vested interest in the outcome of selection trials (i.e. parents) can have any involvement in the selection process for the section/age group that their interest is in.
- 6.2 Should an unavoidable conflict arise the conflict of interest will be declared to the Head Coach(es) and plan of action made by the Head Coach(es) must be taken.

7. Squads and Teams

- 7.1 All participants of BDNA Representative Teams will agree to the Netball Victoria codes of behaviour.
- 7.2 All Representative players will pay the appropriate fees.
 - 7.2.1 A registration fee and uniform deposit are required on/by the official registration day.
 - 7.2.2 All fees incurred must be paid in a timely manner.
 - 7.2.3 Extensions for fee payments may be granted by consultation with the BDNA Administrator.

- 7.3 Emergencies are considered part of the squad and may be invited to train.
- 7.3.1 Fees will be appropriate to the player's involvement and invoiced accordingly.
- 7.4 A development squad may be selected from unsuccessful candidates; under the discretion of the Representative Team Committee and with ratification from the Executive Committee.
- 7.4.1 A development squad shall comprise of :
 - a. 13 & Under team
 - b. 15 & Under team
- 7.4.2 The development squad program would be run in alignment with the Representative Teams program but isolated in so much that:
 - a. Training may be a separate day (e.g. Sunday morning).
 - b. Tournaments and training would be participated in at the discretion of the Head Coach(es) and the Representative Committee.
 - c. A uniform for identity will be provided (to be determined by Rep/Exec Committee).
 - d. Players within the development squad would act as emergency list players for their age groups Representative squad.
 - e. Appropriate fees will be incurred by participants.
 - f. May be assigned a coaches(es) or a rotation of coaches.
 - g. Perform to a structured skills development program.

8. Official Registration Day

- 8.1 All players must attend the registration day to pay their yearly Australian Netball Membership (NMM) and first season association deposit required on this day.
- 8.2 All players requiring uniforms must be fitted on the day and a list of the items required noted against the player.
- 8.3 Coaches to be introduced to players.
- 8.4 Coaches to give out training programs for Christmas break if applicable.
- 8.6 Representative hand book to be distributed to players.
- 8.7 Players and parents are to be told of the progression for grievances.
- 8.8 Parents to be informed that although players trialed in a position, it does not mean that is were they will be playing. That is up to the coaches to determine based on skill analysis and team balance.

9. On Completion of Selections

- 9.1 Coaches have a duty of care towards their players and duty of care and first aid, common sense must prevail.
- 9.2 Coaches may request a medical certificate for a player to return from an injury to training and playing. A copy of the certificate is to be held by the coach and a copy to the BDNA Administrator.
- 9.3 Training times will be set by the Head Coach(es) in consultation with the BDNA Administrator. This will be mindful of the coaches needs for each squad/team and consider available resources.
- 9.4 Coaches have a responsibility to field the most competitive team on court.
- 9.4.1 Coaches shall endeavour to play all players.
- 9.4.2 Exceptions that may apply when representative team selection does not guarantee court time may include
- Final series matches;
 - Isolated match at a tournament but will still participate in other matches for that day;
 - Where duty of care for players due to illness or injury is evident;
- 9.5 Should a team require a player to fill a position for an injured or unavailable player that team shall draw player(s) by the natural progression process.
- 9.5.1 The natural progression of players is:
- a. The top team in the age group will draw the players from the team below;
 - b. The emergency players are used by the last team of that age group.
 - c. Once depleted further players are drawn from the age group below starting with the top team of that age group, in consultation with the teams Coach(es) and being considerate of the teams needs.
- 9.5.2 For permanent replacements
- a. Emergency players are to be used first.
 - b. Should emergency list be exhausted then Coaches are to TID players from the Association for their teams.
 - c. Coaches must ratify all TID players with the Head Coach(es) and the Representative Committee.
 - d. The relevant fees will apply to these players.

10. Grievances

- 10.1 Any grievances arising relating to the Representative Team trials must be submitted in writing to the Head Coach(es)
- 10.2 During the representative year, any queries or issues shall be dealt with utilizing the communication lines as follows:
- a. For a parent or player issue:
 - i. The coaches involved;
 - ii. The senior coach of the section/age group;
 - iii. The Head Coach(es);
 - iv. A Representative Team Committee Member;
 - v. The Representative Team Committee;
 - vi. The Executive Committee;

 - b. For a coach issue
 - i. The senior coach of the section/age group;
 - ii. The Head Coach(es);
 - iii. A Representative Team Committee Member;
 - iv. The Representative Team Committee;
 - v. The Executive Committee;

11. Tournaments

11.1 Tournament Scheduling

- 11.1.1 As soon as the tournament list has been release by Netball Victoria, the Representative Committee and coaches shall meet and discuss preferred tournament to attend and which age groups/teams will be attending.
- 11.1.2 Upon the tournament list being finalized, it is to be handed to the BDNA Administrator for entries into those tournaments.
- 11.1.3 A syllabus of tournaments dates should be provided to all participates as soon as practicable.
- 11.1.4 Give a list to umpires supervisor for umpire allocation for all tournaments; or
- 11.1.5 Allocate the umpires that have submitted the Expression Of Interest forms to each of the tournament teams).

11.2 Tournament Preparations / Checklists

- 11.2.1 A formatted letter is to be designed so that for each of the tournaments the only changes required is the date and the address of the tournament.
- 11.2.2 The tournament letters are to be compiled and distributed by the Representative Committee with the assistance of the Team Managers two weeks prior to the tournament.
- 11.2.3 All monies are to be collected for the tournaments the Monday prior to the tournament by Team Managers and handed to the BDNA Administrator or delegate.
- 11.2.4 Ensure umpires for tournaments have been sourced and are available prior to tournament date. This is to occur a minimum 7 days prior to tournament.
- 11.2.5 Ensure medical/sports Trainers are available for the tournaments prior to tournament. This is to occur a minimum 7 days prior to tournament.

11.3 At Tournaments

- 11.3.1 If an injury occurs at a tournament then the injured player must stay at the association tent, so they can be monitored by the first aid trainers.
- 11.3.2 When possible all teams are to sit together at association tent and are encouraged to support each other.
- 11.3.3 All coaches are to ensure that all players have been collected by a parent or guardian before leaving any tournament.

11.4 **Home Tournaments**

11.4.1 When tournaments are to be held at Banyule Nets Stadium the following tasks are to be addressed:

- a. Car Parking.
- b. Assistance with setup/close down.
- c. Raffle.
- d. First aid.
- e. Trophy set up.

12. **SNHC Teams**

12.1 The Representative Committee in conjunction with the coaches will determine the grades for the teams to be entered into and then that information must go to the administrator for entry into Royal Park.

12.2 The administrator is the sole liaison/point of contact between the competitions entered as the BDNA representatives. The administrator acts on behalf of the rep committee and shall advise result of all correspondence to rep committee before announcing to teams/players/coaches.

13. **Photographs**

13.1 A date is to be set for the Representative Squad and Team photos. The Representative Committee Convenor is to organize the photographer and all associated documentation.

14. **Presentation Night**

14.1 Presentation Night is to be organized by the Representative Committee Convenor; Checklist includes event date, venue booking, costs, night format, entertainment, event notice etc.

14.2. Any presentation or slide shows are to be given to the Representative Committee 1 month prior to the night to ensure the person collating the show has enough time to complete the task.

15. Calendars

15.1 Calendars are to be compiled for the following:

15.1.1. Rep team committee

- Dates to start organizing events.
- Dates for tournaments for players (to be handed out),
- Dates for trials,
- Dates to request for independent selectors,
- Dates for Presentation Night,

15.1.2 Players & Umpires

- Date of Tournaments.
- Dates of annual events.



ATTACHMENT 1

Banyule & District Netball Assoc Inc.
 P.O. Box 792
 Macleod 3085
 Ph: 9455 2998
 Fax: 9455 3150
 bdna@ocean.com.au
 www.banyulenetballassociation.org.au

20..... REPRESENTATIVE – PLAYERS
TEAM TRIALS

Sunday ??????? & ???????

Banyule Netball Stadium – 2 Somers Avenue, Macleod
11/u 9am – 11am 13/u 9am -11am
15/u 11.30am – 1.30pm Open 11.30.am – 1.30pm
17/u 2.00pm - 4.00pm

All players that will be 9 – 17 years of age in 20... **and play for a team/club, coach or umpire within the BDNA or BDNC Competitions** are eligible to trial for the Banyule Representative Teams selections. Open Senior trials are open to any players wishing to trial and are exempt from having to participate within a BDNA or BDNA Affiliated (Direct Netball Comp) Competitions.

A \$5.00 entry fee is required when submitting this application form. This fee is to assist in the recovery of the costs for hiring of the venue and umpires. This fee is non refundable and a receipt will be issued at time of payment.
Forms will not be accepted without this payment attached.

We anticipate fielding the following teams in the coming year:

2 x 11/u 2 x 13/u 2 x 15/u 2 x 17/u 2 x Open With the option for a 3rd team in each age group

Only players who trial may be selected for the teams. All successful candidates will be advised in writing upon completion of the second week of trials. Selection decisions are final. Unsuccessful candidates may be put onto an emergency list and may be asked to attend training sessions / tournaments on various occasions.

Expected Commitments of selected players

All players are expected to participate in all scheduled training and match events. The squads will train Monday nights at the Banyule Netball Stadium (times to be advised). **Non Attendance** at training (unless notification to coach) or **Non payment** of fees by the due date, will result in the player not taking the court, and could be removed from the team. 15/under, 17/under and Open Teams will compete in selected Divisions at the State Netball Hockey Center weekly and at some full day tournaments throughout the year. Past competitions have seen 15/under teams compete on a Thursday night for the winter and spring seasons, 17/under and Open age teams compete of a Tuesday night for the winter and spring seasons. BDNA 11/under & 13/under Teams will compete in approximately 8-9 full day tournaments around Melbourne and regional Victoria throughout the year. The top 13/under team could also be entered into Royal Park if a position is available.

Banyule & District Representative Teams require ONE full year commitment (January - December).

The estimated APPROXIMATE fee structure is as follows: (13/u team if at royal park - fees could differ)

11/under & 13/under – Approximate Fees - One off Full Year – per player	
Full Uniform - approx \$450.00 (one off)	Tournament Fees: \$35.00 (per tournament)
BDNA Playing Operating Costs – one full year - approx \$275.00 (Year)	VNA Reg & Insurance - \$28.00 (9/u-11/u) - \$35.00 (12/u-13/u) (year)
15/under, 17/under & Open – Approximate fees - per season – per player	
Full Uniform – approx \$450.00 (one off)	Tournament Fees: \$35.00 (per tournament)
SNHC Winter Fees - approx \$130.00 (ps = per Season)	VNA Reg & Insurance - \$38.00 (14/u-17/u) - \$53.00 (18+) (Year)
SNHC Spring Fees - approx \$100.00 (ps = per Season)	
BDNA Playing Operating Costs – Winter Season - approx \$270.00 (ps)	BDNA Playing Operating Costs – Spring Season - approx \$115.00 (ps)

Please fill in the attached entry form with payment and hand it back to the Competitions Office.

Applications Close Saturday ???????

20..... REPRESENTATIVE TEAM - PLAYERS
TRIAL APPLICATION FORM

NAME:

ADDRESS: **SUBURB:** **P/CODE:**

PHONE NO: (home)..... **MOBILE:**

D.O.B/...../..... **AGE Turning in 20.....**..... **VNA Number:**

EMAIL: **PARENTS MOBILE:**

TEAM / CLUB PLAYING FOR IN 2010 BANYULE COMPETITION:

AGE GROUP YOU WISH TO TRY OUT FOR: please tick

(if trialing for 2 age groups please ensure both age groups are ticked) (trialing for 2 age groups refer Rep Protocols item 5.6 & 5.7)

- 11/under 13/under 15/under 17/under Open

PLEASE SELECT 2 POSITIONS YOU WOULD LIKE TO TRIAL IN (tick appropriate boxes)

1st Preference

- GS GA WA C WD GD GK

2nd Preference

- GS GA WA C WD GD GK

PLEASE ADVISE OF ANY EXISTING INJURIES OR ILLNESSES WE SHOULD KNOW ABOUT PRIOR TO SELECTIONS:

.....
We the undersigned agree to trial for the Banyule Teams for the year 2010. We understand that if selected it is a commitment for One Full Year (12 months), being Training, Competition, Tournaments and Fundraising and all fees paid on time. We also understand that the selectors will be neutral, with no alliance to the candidates, (if alliance exists the person concerned will step aside when alliance occurs) and that after selections are completed, the Selectors, Coaches or the Committee of Banyule & Districts Netball Association will not enter into any verbal discourse regarding these trials – **according to the protocols found on the BDNA website - www.banyulenetballassociation.org.au/downloads**

.....
Players Signature

.....
Parent / Guardian Signature (if under 18)

Date:/...../.....

Date:/...../.....

Applications Close **Saturday** ???????

Office Use only: Receipt for 2010 Rep Trial player application form

Players Name:

Date Paid:/...../.....

Amount Received: \$5.00

Signed by:.....BDNA office Staff



ATTACHMENT 2

Banyule & District Netball Assoc Inc.
P.O. Box 792
Macleod 3085
Ph: 9455 2998
Fax: 9455 3150
bdna@ocean.com.au
www.banyulenetballassociation.org.au

20..... REPRESENTATIVE - UMPIRES
EXPRESSION OF INTREST

1. Banyule and Districts Netball Association teams will compete in approximately 9 tournaments around Melbourne and regional Victoria throughout the year, and have approximately 5 teams playing in a competition at Royal Park either of a Tuesday or Thursday evening. We are looking for umpires to become part of these teams. Umpires are expected to travel to every tournament or Royal Park for the team you are allocated to.
2. Your commitment must be for the **full year** and you **must be** available **to stay for finals if your allocated team reaches the finals.**
3. Payment of \$80.00 per tournament or \$20 per match at Royal Park will be paid to the umpire
NOTE: no extra money is paid for any travel to or from any destination.
4. BDNA will supply at no cost to the umpire ONE Association umpires shirt or Jacket
5. All umpires that umpire for BDNA **must wear** our association umpires uniform **only.**
6. A calendar will be supplied by the association for all tournament dates and venues at the beginning of the year.
7. The umpires form part of the Rep Teams.
8. In the table below please tick the box for which age group you would like to umpire for; at least 2 team entries will be submitted for each age group at the tournaments or Royal Park.

NAME:

ADDRESS: **SUBURB:** **P/code:**

PHONE NO: (h) **(m)** **BADGE**.....

VNA #..... **EMAIL:**

Tournament Teams

- 11/under
- 13/under
- 15/under
- 17/under
- Open

Royal Park Teams

- 15/under
- 17/under
- Open

Please tick your options (applying for more than 1 option would be of assistance)
(all umpires applying must hold a minimum "C" grade badge)

Applications Close Saturday ????????????

Successful applicants will be advised

Mail completed form to above address or hand to Association Administrator by due date



ATTACHEMENT 3

**BANYULE & DISTRICTS NETBALL ASSOC
20..... Player - COMMITMENT DOCUMENT**

Iof the **11/u 13/u 15/u 17/u Open** Team (pls circle)
(Your Name)

AND

I
(Parents Names)

accept my position in the Banyule & Districts Netball Association Inc. year 20.... Representative Team Squad.

I/We agree to abide by the following commitments whenever possible:

- At all times abide by the rules and regulations of the Banyule & Districts Netball Association.
- To be a financial member of Netball Victoria.
- To attend all scheduled training sessions.
- If I am unable to attend a training session I will endeavour to contact my coach prior to the date and inform them of such.
- If I do not attend a training session, I understand that my court time maybe limited at the coaches discretion.
- I will endeavour to pay all fees in relation to playing in the Representative Team within 14 days of receiving the invoice unless arrangements have been made.
- To complete our Pre Season Training program.
- To be a registered player in a registered team in the Banyule & Districts Netball Association.
- To be committed to all scheduled games/tournaments for the 2009 season.
- I accept that the selection is for the calendar year of 2009.
- To advise coaching staff of any injuries, incurred at training, tournaments or social games.
- To submit a Medical Clearance letter from Medical Practitioner, or relevant Allied Health Professional on any major injuries before training or match play can recommence.
- We give permission for our photo to be taken for promotional or advertising purposes by the Association and that our photo could appear on the BDNA official Web Site, Newsletters or at the Stadium. **YES / NO**

I/We understand that playing Representative Netball is a privilege and not a “Right” and that our skill, fitness and attitude will determine our playing court time and movement between teams, and that this will be at our coaches’ discretion and is not negotiable.

I/We acknowledge that by being given the opportunity to represent the Association I must show pride and loyalty and should always put the Association’s best interest first. I agree not to make disparaging comments/remarks that are likely to damage the Association’s reputation, spread malicious gossip, or attempt to entice others to leave Association clubs or teams.

I/We understand the above conditions of participation and I will endeavour to uphold all requirements as stated.

Signed: (Player) _____

Dated:/...../.....

Signed: _____
Parent / Guardian to sign if player under 18yo

Dated:/...../.....



ATTACHMENT 4

Banyule & District Netball Assoc Inc.
P.O. Box 792
Macleod 3085
Ph: 9455 2998
Fax: 9455 3150
bdna@ocean.com.au
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20..... REPRESENTATIVE - COACH
APPLICATION FORM

Applicants Details: (please print)

Name			
Address		Postcode	
Suburb:		Date of Birth	
VNA #		Work Phone	
Home Phone		Mobile	
Email			

- * Please indicate below your first and second preference for age groups to coach. (tick appropriate box)
- * All Coaches applying must be current with Netball Victoria and hold a minimum level 1 accreditation
- * Assistant coaches will be appointed according to team requirements

<u>1st</u>	<u>Preference</u>	<u>2nd</u>	<u>Preference</u>	<u>Other Options</u>
<input type="checkbox"/>	11/u	<input type="checkbox"/>	11/u	
<input type="checkbox"/>	13/u	<input type="checkbox"/>	13/u	<input type="checkbox"/> Head Coach
<input type="checkbox"/>	15/u	<input type="checkbox"/>	15/u	<input type="checkbox"/> Assistant Coach
<input type="checkbox"/>	17/u	<input type="checkbox"/>	17/u	
<input type="checkbox"/>	Open	<input type="checkbox"/>	Open	

Qualifications

Please provide a summary of your coaching history, experience and expected outcome, if more space is required, simply attach separate sheet.

Coaching Level: **Year Obtained:** **Years with BDNA**

Coaching History

.....

.....

.....

.....

Applications Close On: Saturday ??????????
Successful applicants will be advised.

Mail completed form to above address or hand to Association Administrator by due date