



Affiliation of Clubs Policy (Including Club Grants and Coaches Policy)

This policy covers:

1. New Clubs
2. Martial Art Clubs
3. List of Affiliated Clubs
4. Membership lists and fees
5. AU Sport Best Practices
6. Disaffiliation
7. Equipment
8. Insurance
9. Grants
10. Events arranged by Clubs
11. Published items

1. New Clubs

It is AU Sport policy to encourage the establishment of new clubs; however, AU Sport will not establish or affiliate new clubs where a club already exists in that sport or if it is not recognised as a sport by at least one of the following organisations:

- The Australian Sports Commission
- The International University Sports Federation
- The International Olympic Committee

To qualify for affiliation, a Club must be properly constituted, comply with AU Sport best practices and policies, sign the **'New Club Agreement Form'** and exist on its own right for 18 months, prior to seeking affiliation with AU Sport. The existence of a Club dates from the time of its general meeting to elect office bearers and committee members.

If a 'probation' club does not meet the AU Sport requirements for new clubs within 18 months, eg not reached required membership percentages for students or a stable committee has not yet been formed etc, the Club will be given an additional 12 months, at the discretion of the Board, to meet these requirements. This allows them to access another 'season' and an O Week stall. If requirements are met before the end of 12 months, the club can complete the Affiliation Report for the AU Sport Board to consider.

If the club after the further 12 months period still does not meet the requirements, the affiliation process will cease. This means that the club will not receive support from AU

Sport in the form of promotion, access to AU Sport events and use of the AU Sport website membership system. The club will also have to cease using any AU Sport or University of Adelaide branding. This could mean a change in name, uniform and colours. Any costs involved with this change are the responsibility of the club and its members.

The club will not be able to seek affiliation with AU Sport within the next 12 month period. After this 12 month period, if the same or a different group of people want to again seek affiliation for the club, the club will need to undertake a further 18 month probation period.

2. Martial Arts Clubs

For the purpose of interpreting this policy as it relates to martial arts clubs, AU Sport has previously recognised a national style as being sufficiently different to qualify for acceptance as a separate club. For example, the Tae Kwon Do (Korea), Karate (Japan) and Kung Fu (China) clubs are regarded as three different martial arts Clubs.

Due to the increasing interest within the University community in several different styles of martial arts, from 2010, the Board will consider, on merit, new applications from martial arts clubs based on the number of members, its capacity to have a long term future and its general organisation.

3. List of affiliated clubs as at 2015 AGM

Athletics	Hockey	Snow Ski
Badminton	Judo	Soccer
Baseball	Karate	Squash
Basketball	Kendo	Swimming
Boat	Lacrosse	Table Tennis
Cricket	Lawn Tennis	Tae Kwon Do
Cycling	Mountain	Touch
Fencing	Netball	Triathlon
Football	Rifle	Ultimate Frisbee
Gliding	Rugby Union	Volleyball
Golf	Sailing	Water Ski
Gymnastics	Scuba Diving	Wing Chun Kung Fu

4. Membership Lists and Fees

As stated in the AU Sport Constitution (Section 6.3 and 8), all affiliated clubs must supply AU Sport with:

- A current copy of the Club constitution
- **When requested**, all current rules and policies
- Membership lists and classes of membership

- AU Sport membership fees

5. AU Sport Best Practices

All affiliated clubs must adhere to all **AU Sport Policies**, which are located on the AU Sport Website: theblacks.com.au. They must also comply with the '**AU Sport Uniform Guidelines**', '**AU Sport Club Survey**', '**AU Sport Risk Management Program**' and other requirements stated in the '**AU Sport Handbook**' (which is updated yearly).

On a yearly basis, AU Sport is required to report club statistical information to Australian University Sport (AUS). AU Sport Clubs are expected to assist and provide this information to AU Sport in a timely manner in order that AU Sport can meet its reporting requirements to AUS.

AU Sport Clubs should be aware that no individual personnel information, that can identify a member, is passed on to AUS.

6. Disaffiliation

As stated in the AU Sport Constitution, clubs can choose to resign from AU Sport (Section 9) or can be suspended (Section 10) if recommended by the AU Sport Board, losing the status of an "Adelaide University" named club.

7. Equipment

All AU Sport Clubs need to ensure all equipment is well maintained, safely stored and safe to use. If records of maintenance or training for use need to be kept, they must be up to date and accurate.

An updated list of club equipment for marine items valued at over \$250, needs to be provided to AU Sport for insurance purposes. For any claims, there is an excess of \$250 and the claim must be made within 12 months of the damage occurring.

Other equipment items are covered by The University of Adelaide insurance scheme however there is a \$5000 excess involved. Clubs who wish to do so can seek out their own insurance for items valued under \$5000.

8. Insurance

All affiliated AU Sport Board and Committee Members and members are covered by the '**AU Sport Insurance Scheme**'. For more information on insurance please email adminofficer@theblacks.com.au.

All clubs are required to assess their club risks and maintain suitable first aid kits and training of First Aid Officers.

9. Grants

Only affiliated clubs may apply and receive funding from the AU Sport. Details on the AU Sport grant program shall be maintained in the '**AU Sport Grant Guidelines**' and be available to all via the website.

Currently there are four grant categories available:

Recurrent grants	Grants are allocated by the Board to Clubs on an annual basis to assist with the basic operating costs. Costs of uniforms are not included as these are either provided by individual players or by Clubs from their own fund raising activities. Individual equipment items, eg tennis and squash racquets, hockey sticks etc, are also not included and must be supplied by individual members
Venue hire grants	Grants are allocated to Clubs which need to hire facilities off campus outside of the North Adelaide, Thebarton, West Beach and Waite venues.
Equipment grants	Available to Clubs for new or replacement items of equipment of a major nature, ie those items with a life span of at least five (5) years. These grants are made in addition to the recurrent grants and funded within the following guidelines: 20% cash grant / 80% Club lease back payments
Supplementary grants: Club development & Elite sport	These grants are to assist Clubs in improving their profile, attract more members and maintain opportunities for University students and/or other AU Sport members to participate in elite level competitions or club development programs.

Grants to assist Club members participating in representative sport

Grants are available for University sport representation as follows:

- A bursary to attend the sport national championships as a member of an affiliated Club;
- In the case of financial hardship, a bursary to attend Australian Universities Championships (IVs) or Australian Universities Games.

- A special bursary, depending on budget allocations, to assist students selected in an Australian Universities representative team, including Universiade

Grants are not available for individuals selected in Australian representative teams, which are not Australian University based. However, these athletes can apply for the '**VC Travel Grant**' through the Vice-Chancellors' Office.

Special grants may be made to Clubs on application to the Board for assistance in transporting equipment to participate in Australian University Games.

10. Events arranged by the Club

Responsibility for activities, events and tours rests with AU Sport Club Organising Committees. It is recommended that each club outline 'official' club events and communicate this to all members so that confusion does not exist between what are 'club activities' and 'member organised events and activities' (ie Facebook posts about events and activities within the club page).

In line with the '**AU Sport Risk Management Policy**', all events must be reviewed as part of the club risk management practices. At all events, at least one member of the Organising Committee must be present and remain in a fit and proper state to drive a vehicle and/or take responsibility in an emergency situation.

In line with the '**AU Sport Privacy Policy**', where supplied for administrative purposes, the personal details of those taking part in activities, events or tours shall at all times remain confidential and shall not be disclosed to any other persons.

In line with the '**AU Sport Equal Opportunity Policy**', AU Sport and its affiliated Clubs shall not condone, endorse or accept any activity which may defame, offend or discriminate against any person on the grounds of religious, political or sexual persuasion, ethnic or cultural background, physical attributes, sexual conduct or any other grounds which the AU Sport Board or Club Committee may from time to time identify.

The '**AU Sport Drugs and AU Sport Alcohol Policies**' must be adhered to at club events.

The AU Sport Board shall investigate, to the best of its ability, any allegations of breaches of this policy, and shall be empowered to hand over such investigations to other authorities including an Office of Equal Opportunity and/or the Police.

11. Published items produced by Clubs

In line with the '**AU Sport Code of Conduct**', '**Equal Opportunity Policy**', '**AU Sport Social Media Guidelines**' and '**AU Sport Media Policy**', AU Sport and its affiliated Clubs shall not condone, endorse or accept any harassment including published items, which may defame, offend or discriminate against any person on the grounds of religious, political or sexual

persuasion, ethnic or cultural background, physical attributes, sexual conduct or any other grounds which the AU Sport Board or Club Committee may identify.

The '**AU Sport Branding Policy**' must be adhered to by all clubs and the use of any offensive words, phrases or images in published items or merchandise is prohibited. The use of any image or word, which may reasonably bring the name, reputation or good standing of the AU Sport, the University, any affiliated Club or member of the AU Sport into disrepute, shall also be prohibited.

The Club Committee shall investigate, to the best of its ability, any allegations of breaches of this policy, and shall be empowered to hand over such investigations to other authorities including the AU Sport, the Office of Equal Opportunity and/or the Police.

The AU Sport Board shall be empowered to investigate any alleged breaches of this policy and may take such action as it sees fit.

For the purposes of this policy, published "items" shall include:

- a. any printed document, poster, banner, clothing or photograph, which is able to be viewed by the public;
- b. any recorded audio or video tape, which is able to be viewed or heard by the public;
- c. any website or other electronic medium, which is able to be viewed by the public;
- d. any word or image printed or displayed on an item of equipment, clothing or article, which is able to be viewed by the public and
- e. any email, which is sent under the name of a Club or with the endorsement of a Club.