



**ADELAIDE
UNIVERSITY
SPORT**

Affiliation and Club Service Policy

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Purpose

This policy outlines the process for becoming an affiliated sporting club with AUSF.

Scope

This policy applies to all AUSF staff, members, and probationary and affiliated clubs.

As defined in the AUSF Constitution, clubs that wish to affiliate with AUSF cannot replicate the function of existing AUSF or Adelaide University Union Clubs (two sports the same for example) If there is any doubt, this shall be decided upon by the General Manager.

AUSF will support sports and activities recognised by Sport Australia (Sports Commission), International University Sports Federation, the International Olympic Committee, and UniSport Australia. AUSF also consider physical outdoor recreation, health and wellbeing activities or emerging activities that fit our definition of sport or recreation. It is not limited to whether the activity is participated in competition or social format.

Stage 1: New Club - Affiliation Pre-Requisites

To qualify for affiliation with AUSF a club shall:

- Comply with the Incorporations Act (or in some cases be working towards compliance) including holding an Inaugural General Meeting (IGM) during which a committee shall be voted and confirmed along with the intention to affiliate with AUSF.
- Meet the following AUSF requirements:
 - Comply with AUSF policies and procedures,
 - Complete the AUSF Induction,
 - Complete working with children checks and other training for relevant volunteers.
 - Look over the New Club Checklist, 021.
- Sign the New Club Agreement Form, provided in Appendix 1,
- Exist on its own right for 12 months, prior to seeking affiliation with AUSF. The existence of a Club dates from the time of its IGM. Where a current AUSF Club has been asked to adopt a sport or recreational activity or if club activity develops to the point that it could constitute being a club in its own right, the AUSF Board may waive the standard 18-month probation period.

AUSF shall support clubs to meet the above requirements through provision of tools and resources. Once complete, club's shall move to the following formal processes to finalise affiliation.

Stage 2: Formal Affiliation Process

To complete the next stage of affiliation, the following documentation shall be completed.

Affiliation Agreement

The Affiliation Agreement is a formal agreement between AUSF and each club to determine the legal obligations of affiliation with AUSF. It must be signed by a committee representative of all clubs affiliated with AUSF in conjunction with a Club Service Commitment (CSC).

This document will remain consistent across all affiliated clubs however Affiliated Clubs with access to an AUSF liquor license shall have additional requirements, as will clubs with access to AUSF facilities.

The Affiliation Agreement Template, 026 can be found in AUSF files.

Club Service Commitment (CSC)

This document will be signed by clubs and AUSF in conjunction with the affiliation agreement and will be used to record any variance to the affiliation agreement and set club goals in alignment with the club's strategic planning. The content of the CSC will formally set any agreements outside of the Affiliation Agreement

The CSC Template, 027 can be found in AUSF files.

Stage 3: Ongoing Compliance

Affiliated clubs must continue to comply with the requirements set out in the Affiliation Agreement and the CSC. AUSF will compete quarterly club consultations to determine and document any chances or support needs.

Failure to Comply with Affiliation Requirements

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 AUSF in the form of promotion, access to AUSF events and use of the AUSF website membership system. The club will also have to cease using any AUSF 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 AUSF 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.

References

AUSF New Club Checklist, 021

Club Service Commitment Template, 027

Affiliation Agreement Template, 026