

Affiliation of Clubs Policy

This policy outlines the conditions, requirements and rights of an AU Sport affiliated Club. The purpose of the document is to ensure that club committees understand their responsibilities to AU Sport, the University of Adelaide and their members.

Relationships

AU Sport is an affiliated body to the University of Adelaide and on behalf of the University, it oversees sport and recreation activities, including the management of affiliated sport clubs. AU Sport's role is support those in leadership positions at clubs and to assist them maintain the requirements of affiliation.

The requirements of affiliation must be satisfied at all times. If a club no longer meets the requirements of affiliation, AU Sport can counsel, suspend or disaffiliate the club.

Requirements of Affiliation

1. Notice

- 1.1 Maintain current club committee contacts with AU Sport within two (2) weeks of any change. Including: Public Officer, President, Vice President, Secretary and Treasurer
- 1.2 Respond in a timely manner to all communication requests via email and phone

2. Membership

- 2.1 Maintain a membership base of no less than 15 members
- 2.2 Comply with the AU Sport Membership Policy and maintain the required percentages: at least 50% AU Students, University members and no more than 25% Associate Members
- 2.3 Maintain accurate membership database and provide to AU Sport when required
- 2.4 Ensure that all members are financial. No member is considered financial until both AU Sport and Club fees are paid
- 2.5 Ensure all members understand their responsibilities to the Club and AU Sport including:
 - 2.5.1 Behave in accordance with the Club, AU Sport, University and their State body policies of behaviour including but not limited to code of conduct, alcohol, discrimination, child safe environments etc

3. Active Member

- 3.1 Attend AU Sport Council, AGM and a yearly induction meeting with AU Sport

3.2 Be an active member by participating in AU Sport and University events such as O Week, training opportunities like the Club Conference and the Blues Awards

4. Governance

4.1 Ensure the club is managed in line with its Constitution and policies

4.2 Ensure that the club committee is elected at an AGM

4.2.1 If a club committee cannot be formed but there is a group who is managing the club, this organising group must be approved by AU Sport

4.3 Be solvent and present accurate financial accounts at the Club's AGM and to AU Sport

4.4 Provide AU Sport with a copy of Constitution, Annual reports, Membership List and Financials

4.5 Maintain a commitment to long term planning and has a current strategic plan

4.6 Where appropriate, make club policies available to AU Sport and members

5. Best Practice and Policies

5.1 AU Sport has a number of policies and practices in place aimed at supporting clubs. All public policies, which are located on the AU Sport Website, must be adhered to, including but not limited to:

- Risk Management
- Equal Opportunity
- Member protection
- Child Safe Environments
- Drugs and Alcohol
- Uniform and Brand Guidelines
- Facilities
- Privacy

Where a policy is not published on the website but impacts on a club or member, it will be made available to them by staff.

6. Activities and Events

6.1 In line with its Constitution, provide activities and events which focus on the purpose of the club

6.1.1 Seek approval from AU Sport for any new activity or element to the club (if not in line with 6.1)

6.1.2 Participate when requested in AU Sport managed events such as O Week

6.2 The Club must foster an environment that encourages the positive values of fairness, respect, responsibility, respect and safety

6.3 Not engage in activities which bring the club, AU Sport or the University of Adelaide into disrepute

6.4 In line with the 'AU Sport Risk Management Policy', all events must be reviewed as part of the club risk management practices and have a Risk Management and Critical Incident Response Plan in place

- 6.5 AU Sport must be notified in advance of all major events and the details of any critical incident that occurred at club level
- 6.6 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
- 6.7 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
- 6.8 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
- 6.9 The 'AU Sport Drugs and AU Sport Alcohol' Policies must be adhered to at club events

7. Sponsorships and Partnerships

- 7.1 The club may seek to obtain external sponsorship with appropriate individuals or bodies to support their activities, however, AU Sport has the discretion to request a club to cancel any agreement if it deems the relationship inappropriate.

8. Payment of Players, Coaches and Administration

- 8.1 No member is allowed to receive payment for involvement as a player but a club may have a player sponsor program where only fees and cost of playing such as uniforms are covered. A player may not benefit financially in any other way from such a program
- 8.2 If the club has the financial capabilities, coaches and administration can be paid for their services.

9. Equipment

- 9.1 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.

Benefits of Affiliation

1. Branding

- 1.1 The use of the term 'Adelaide University' is subject to approval by The University of Adelaide
- 1.2 Use of the AU Sport logo and branding is in line with the AU Sport Uniform and Brand Guidelines
- 1.3 When approved, use of The University of Adelaide logo

2. Insurance

All affiliated clubs have access to the AU Sport Insurance Program. This includes cover:

- Personal Accident Insurance for all financial members when participating in 'official club events'. Events not covered include members organising personal events via club communication channels such as Facebook Groups
- Public Liability Insurance
- Director's and Officer's Liability Insurance for those in Executive and or committee roles.
- Equipment Insurance
 - 2.1 An updated list of club equipment for individual marine items, valued at over \$250 each, 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.
 - 2.2 Other equipment items are covered by The University of Adelaide insurance scheme, however, there is a \$5000 excess involved. Clubs, which wish to do so, can seek out their own insurance for items valued under \$5000.

As outlined in the AU Sport Insurance Policy, Clubs need to communicate to members the importance to maintain correct AU Sport memberships.

3. Grants

In line with the AU Sport Grant program, affiliated Clubs are entitled to receive funding support from AU Sport. There are a number of grants available and details of these grants will be maintained on the AU Sport website.

4. Facilities and Equipment

Where possible, AU Sport will assist affiliated clubs access facilities and equipment. This support may come in the form of free or discounted use of AU Sport managed facilities and equipment or via funding support when facilities are not available. In any case, Clubs must still comply with any policies, processes and agreements associated with the use of that facility or equipment.

5. Promotion

Affiliated clubs have access to a number of promotional opportunities, support and tools to assist in its marketing activities. These include but are not limited to:

- Club pages on the AU Sport website
- Involvement in AU Sport promotional events such as O Week
- Inclusion in AU Sport promotional collateral, presentations and promotional events
- Expectation of balanced promotion of all clubs by AU Sport

6. Membership management

All affiliated clubs have access to the online membership management system and store payment feature.

7. Support from AU Sport

AU Sport prides itself on being a resource for all affiliated clubs, members and the University community. It will endeavour to support clubs and their members with training opportunities and resources to assist those in leadership positions manage their club.

It is also there to assist clubs manage difficult situations.

Affiliation of New Clubs

A list of current clubs will be maintained on the AU Sport website

Conditions of new clubs

1. It is AU Sport policy to encourage the establishment of new sports and recreation clubs and programs at the University of Adelaide. AU Sport will not establish or affiliate any new clubs where an affiliated club already exists under AU Sport or the Adelaide University Union, unless under extraordinary circumstances.

As the AU Sport Strategic Plan refers to “healthy body, healthy mind”, AU Sport uses the terms ‘sports’ in refers to an activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules governing the activity exist formally through organisations. AU Sport also refer to ‘recreation’, which includes activities engaged in for relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on activity.

AU Sport will support those sports and activities recognised by Sport Australia (Sports Commission), International University Sports Federation, the International Olympic Committee and UniSport Australia.

It will 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.

2. 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.

Where a current AU Sport 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 AU Sport Board may waiver the standard 18-month probation period. Depending on the clubs situation, the Board may reduce to probation period to 3, 6, 9 or 12 months depending on the 'new' club's ability to meet the its governance requirements.

As there is no current agreement or 'Memo of Understanding' in place with the Adelaide University Union, if a club that has previously been affiliated with the Adelaide University Union and wishes to be affiliated with AU Sport, the probation period can be relaxed if they can demonstrate:

- The purpose of the club fits within AU Sport's defined scope of supported clubs and activities
- Sound governance practices are in place
- Meet the basic requirements that is placed on a 'New Club'
- Meet the conditions mapped out in the Affiliation of Clubs Policy
- Willing to undertake the AU Sport Risk Management program
- Use the AU Sport membership portal to capture memberships

The AU Sport Board can waiver the standard 18-month probation period for a new club and reduce to period to 9 months depending on the club's ability to meet the above requirements.

In any case, where a club wants to transfer its affiliation from one organisation to the other, AU Sport will consult with Adelaide University Union to ensure that all stakeholders agree to the change. The club will also need to show understand that they can only be affiliated to either AU Sport or Adelaide University Union, not both as they cannot benefit from both organisations.

3. If a 'probation' club does not meet the AU Sport requirements for new clubs within 18 months, eg not reach 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 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.

Martial Art 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, 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.

Suspension and 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 and other benefits provided by AU Sport.

Where a Club ceases to be affiliated with the AU Sport, any individual members of the Club also cease to be Members unless they are also an individual member of another Club which continues to be affiliated with AU Sport. AU Sport will not provide a refund of membership to any member who finds themselves in this situation.

Suspension of Club

The Board may choose to suspend a club for breach of the requirements mapped out in this policy or other management issues. It should be noted that this is seen as a last resort of action and the Board may issue a ‘Notice of Caution’ before imposing sanctions of suspensions or putting a club up for disaffiliation.

Where a ‘Notice of Caution’ has been applied, the Board may impose conditions of management (i.e. action plans, requirements, timelines etc) that the club and Committee should abide by to lift any notice. These conditions may also involve asking members in

leadership roles to step down or restrict their role if it is deemed to be the best thing for the Club to move forward. In line with the AU Sport Handling Complaints Policy, the member has the right of appeal. Non-cooperation with the conditions of a 'Notice' could see the club suspended or disaffiliated.

Suspensions sanctions can include, but are not limited to, the suspension of funding, access to facilities, insurance, access to AU Sport support and branding rights, and in the most serious of cases, disaffiliation.

Sanctions will be kept in place until improvements are made and supported by the Board.

It is in the interests of any club and its members that finds itself in this position, to work with AU Sport to resolve issues of concern so that a healthy functioning club exists.

Disaffiliation of club

Upon recommendation of the Board, a Club, which has ceased to operate for a period of no less than 2 years or whose membership ceases to comprise a majority of Ordinary Members, may have its affiliate status revoked by the AU Sport Council.

The assets of Clubs, which have their affiliate status revoked, shall be retained by the Association for the benefit of the Association, its Members and other Clubs.