

2019/20 Annual Regional and Metropolitan Club Affiliation Package

Swimming WA is committed to ensuring all Clubs are affiliated by 30 June 2019. Swimming WA Clubs must have all affiliation forms completed, policy declarations signed and provide Swimming WA with an updated Club financial statement, a Club and Coach agreement and Club affiliation fee no later than 30 June 2019.

Failure to return these documents to Swimming WA, could result in your Club failing to affiliate for the 2019/20 season, which will affect your Members' ability to enter competitions.

If your Club also does not meet the minimum Membership affiliation requirements (all Members registered with Swimming WA), your Club could also fail to affiliate. As per clause 5.2(b) of the Swimming WA Board by-laws and policies, regional Clubs must have a minimum of 12 Annual/Seasonal Members (excluding Junior Dolphins Members) and 8 non-swimmer Members. Metropolitan Clubs must have a minimum of 25 Annual/Seasonal Members (excluding Junior Dolphins Members) and 12 non-swimmer Members.

Club Details (for all enquiries)

Name of Club

Seasonal Club (please tick)

Regional Club (please tick)

Metropolitan Club (please tick)

Our AGM is to be / was conducted on / / 20__

Postal address of Club

Suburb

State

Postcode

Contact phone number

Email

Training venue/s

Centre Manager's name

Contact phone number of Centre Manager

Club Member Protection Information Officer and contact

Club Committee Details

Current Club Committee Member details must be used when filling out this form

All persons listed on this form must be Members of Swimming WA with the Swimming WA Club Committee Membership and details entered into Club Contacts in the database.

Working with Children Check: Only those Members on the Committee who do not have children who are Members of the Club, need to supply their Working with Children Check card number and expiry date.

President

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / / 20__

Club Committee Details cont.

Vice President

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Secretary

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Treasurer

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Registrar

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Delegate

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Proxy Delegate

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Membership Database Access

Access 1

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Access 2

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Coaching Staff

Coach 1

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Coach 2

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Coach 3

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Coach 4

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / /20__

Coaching Staff

Coach 5

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / / 20__

Coach 6

Name: (Mr / Mrs / Ms / Miss)

Phone

Email

Swimming WA Membership number

Working with Children Check number

Expiry date / / ~~20~~__

Declaration

1. **As authorised by the** **Swimming Club Inc. I acknowledge** that acceptance of this application for Membership to Swimming WA, will operate as an agreement binding upon the Club to abide by all the provisions of the rules, regulations and codes of conduct and governing documents of Swimming WA, and to accept and enforce all its decisions and to be bound by the Constitution, rules and by-laws (as amended from time to time) of Swimming WA, Swimming Australia Limited and FINA.
2. **I authorise** Swimming WA to use and disclose to related and relevant bodies any of our Club information that may be necessary to implement the rules, regulations and policies referred to above.
3. **I agree** to have our Club name and contact details published in: official programmes, newsletters and/or websites or other media material that Swimming WA publishes.
4. **I agree** to have our Club participate in the Club Premierships (Metro Clubs) and understand this is a compulsory requirement of the Club's affiliation.
5. **I understand** the strong emphasis placed on all Regional Clubs to participate in Country Pennants.
6. **I have provided the information required and signed this form on behalf of my Club.** I warrant that all information provided is true and correct.
7. **Swimming WA has a Privacy policy** and that the information that I have provided is necessary for the objectives of Swimming WA. I acknowledge and agree that the information will be disclosed to my Club and Swimming WA and will only be used for the objects of Swimming WA and to provide our Club with Membership services. By registering our Members with Swimming WA we are confirming that Swimming WA have written authority from the Members that they can use their details, publish stories and photos on the Swimming WA website.
8. If the required information is not provided our Membership application may be rejected.
9. **I have read, understood, acknowledge and agree** to the above declaration. I acknowledge that if our application for Membership is successful we will be entitled to all benefits, advantages, privileges and services of Swimming WA affiliation.
10. **If there are any changes to Coaching staff at any time,** please provide a new declaration and Working with Children check for new Coaching staff.

Checklist

To ensure your application is processed quickly, please ensure the following information is attached with your application for Membership:

- Affiliation fee paid – cheque/money order/credit card/direct deposit
- All outstanding money owed to Swimming WA paid
- All committee Members are Swimming WA Members with the relevant Swimming WA Club Committee Membership
- Forms submitted
- Club/Coach agreement
- Recent annual report including financial statement attached*
- Policy Declaration Statement signed

*A financial statement shall be provided in writing to the CEO at the time of affiliation or within three months of close of the financial year. This can be undertaken by a competent and independent person presenting an independent opinion by providing a written declaration on the Club's financial position for the preceding financial year.

Failure to forward this financial statement within the defined period shall result in the body's re-affiliation being suspended, thereby negating rights and benefits to which it is entitled to under the Constitution.

Application

On behalf of the Members of the Swimming Club Inc., I acknowledge that I have read, understood, and agree to the declaration and conditions of Membership. I warrant that all information provided is true and correct.

We hereby apply for affiliation to Swimming WA for the 2019/2020 season.

Name

Position

Signature

Date

**THE CLUB AFFILIATION FEE IS DUE BY 30 JUNE 2019.
A LATE PROCESSING FEE OF \$110 IS PAYABLE FOR FEES PAID AFTER 30 JUNE 2019**

Policy Declaration

Name of Club

Address of Club

Contact phone number

I confirm that the Swimming Club Inc. fully complies with the Swimming Australia Ltd/Swimming WA Safe Sport Framework.

Name of Club President

Signed by Club President

Date

Please complete the section above and return it to;

Membership and Administration Officer

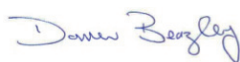
Email: waswim@wa.swimming.org.au

Post: PO Box 205, Leederville WA 6903

Should you have any questions about this issue or have concerns about the level of compliance of your Club with these Policies, please do not hesitate to contact me in the office.

Thank you for your continued support of Swimming in Western Australia.

Sincerely,



Darren Beazley

Chief Executive Officer

Checklist for Clubs

Swimming WA have provided a checklist for Club administrators to carefully consider leading into the 2019/20 season. Swimming WA are committed to assist and support Clubs in establishing strong governance practices, leading to strong stability and a positive direction for your Club in the future.

Swimming Australia Ltd (SAL) also has an online 'Club Health Checklist' for all Swimming Clubs in Australia.

- The Club's Constitution has been reviewed, updated and provided to Swimming WA
- The Club has an updated Strategic Plan and has been provided to Swimming WA as well as updated online by 30 June 2019
- The Club has a Member Code of Conduct that is signed by all new Members
- The Club makes all Swimming WA and Club policies and procedures easily accessible to all Members
- The Club has a Member Protection Information Officer (MPIO) representative
- The Club has a Complaint Management Policy and an accessible procedure that Members and Club administrators can follow
- The Club has a complaint management record file
- The Club has an accurate and up to date Working with Children Check (WWCC) register
- The Club provides all Members of the executive committee contact details, including clearly defined tasks
- The Club President or Club administrators actively engage with Swimming WA Club Presidents' forums, workshops and the Swimming WA Conference
- The Club actively seeks sponsorships to assist with financial operations
- The Club has a written agreement with the training venue
- The Club has a written agreement with the Coaches
- The Club Coaches are accredited with ASCTA and are Swimming WA Members
- The Club actively communicates to its Members via newsletters/social media and has an active website
- The Club has a designated person to manage the Club website
- The Club runs active social activities, including fundraisers and Club nights/Club Championships
- The Club has a designated person to 'welcome' new Members
- The Club has an 'Inclusion' policy, ensuring all are welcome into the Club no matter their age, sex, gender or ability
- The Club offers a clear development pathway and caters for all swimmers
- Club tool kit on premise for reference
- The Club has a minimum of three committee Members (President, Registrar and Secretary)

Swimming WA are dedicated to assist and provide opportunities to Club administrators and volunteers to improve leadership and Club operations that will increase participation and provide a positive future for our sport.

Please outline 1-2 key Club operational practices that your Club needs Swimming WA support and assistance with in the 2019/20 season.

1.

2.
