

# Club Affiliation Policy

## 1 INTRODUCTION

- 1.1 Under clause 5.1(b) of the Paddle Australia (**PA**) Constitution, clubs may be admitted as Affiliated Members of PA. Under the different Constitutions of the State Paddle Associations (**SPAs**), clubs are the members the SPAs. Historically it has been the responsibility of each SPA to define the requirements and manage matters relating to Club Affiliation.
- 1.2 Under the ethos of United Paddling Management, PA and its six SPAs strive for consistency, continual improvement and strong governance and risk management. To ensure alignment with this ethos, PA has defined a nationally consistent set of requirements for Club Affiliation and to work with clubs regarding compliance with these requirements.

## 2 SCOPE

- 2.1 This policy applies to traditional paddling clubs currently affiliated to, or wishing to affiliate to, one of the six SPAs.
- 2.2 Affiliation requirements for multi-sport clubs and non-traditional paddling clubs are not within the scope of this policy. The affiliation requirements for these clubs will be determined by PA, in conjunction with the relevant SPA, on a case-by-case basis.

## 3 PURPOSE

- 3.1 The purpose of this policy is to provide a national framework for consistency and continual improvement in relation to Club Affiliation, to foster strong governance practices and to minimise key risks within the paddling community.

## 4 AFFILIATED CLUB RESPONSIBILITIES:

- 4.1 It is an affiliated club's responsibility to ensure that:
  - a) requirements for a separate legal entity are met in accordance with the relevant National or State Legislation (incorporated association, company limited by guarantee or other legal entity approved by PA and the relevant SPA);
  - b) all paddling members of the club hold active membership with their SPA and PA, with the membership transacted and recorded against the club in JustGo;
  - c) all non-paddling members of the club hold an active Volunteer membership, with the membership transacted and recorded against the club in JustGo;
  - d) all current club committee members are recorded in JustGo, with their profile flagged with the appropriate committee role, with any changes recorded within 28 days;
  - e) compliance with State Working With Children requirements is maintained by relevant club members and employees and club compliance is declared annually in JustGo;
  - f) compliance is maintained with the:
    - i. PA Constitution;

- ii. Relevant SPA Constitution;
  - iii. National Anti-Doping Policy;
  - iv. Policies of the National Integrity Framework;
  - v. PA Personal Grievance Policy;
  - vi. PA Conduct and Disciplinary Policy;
  - vii. PA Review and Appeals Policy;
  - viii. PA Code of Conduct;
- and club compliance is declared annually in JustGo;
- g) the club has its own Privacy Policy or has opted into the PA Privacy Policy and club compliance is declared annually in JustGo;
  - h) all Non-Members who participate in club events and paddling activities complete the PA Event Entry Waiver and pay a Single Event Non-Member Fee, with fees onforwarded to the relevant SPA within 28 days, unless administered automatically via JustGo;
  - i) all requirements that PA has in place for a club to demonstrate compliance with this policy are completed; and
  - j) the club adopts and complies with changes to this policy as varied or replaced by PA from time to time.
- 4.2 Requirements outlined in this policy must be met by an affiliated club on an ongoing basis. Affiliation is not automatic and annual renewal of affiliation may be subject to ad hoc and annual review.

## 5 PA AND SPA RESPONSIBILITIES:

- 5.1 It is PA's responsibility to:
- a) work with SPAs to educate affiliated clubs about their responsibilities under this policy;
  - b) develop systems and administrative processes to simplify the efforts required by affiliated clubs to meet the requirements of this policy;
  - c) implement ongoing review of the national requirements for club affiliation, in consultation with SPAs, and balance the interests of strong governance and risk management with any increased administrative requirements for affiliated clubs;
  - d) communicate any changes to this policy to Club Presidents with a minimum of three (3) months' notice unless another timeframe is deemed as necessary; and
  - e) support SPAs and affiliated clubs to comply with this policy.
- 5.2 It is the responsibility of SPAs to:
- a) work with PA to educate affiliated clubs about their responsibilities under this policy;
  - b) work with PA to implement ongoing review of the national requirements for club affiliation, and balance the interests of strong governance and risk management with any increased administrative requirements for affiliated clubs; and
  - c) monitor, review and assist their affiliated clubs to comply with this policy.

## 6 NON-COMPLIANCE BY AFFILIATED CLUBS

- 6.1 Any non-compliance with this policy may result in:
- a) no cover under the insurance policies maintained by PA including Public Liability, Professional Indemnity, Management Liability (Directors and Officers Liability) and/or Cyber Insurance being available to clubs; and/or
  - b) no access to the policies of the National Integrity Framework and other relevant PA policies and the associated dispute resolution frameworks.
- 6.2 Ongoing non-compliance with this policy may result in suspension of affiliation, disaffiliation or inability to reaffiliate for the subsequent affiliation year.