



National Club Administration Policy

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Review History Table

Revised On	Version	Date Endorsed	Approved By	Content Reviewed / Purpose
26 October 2021	1.0	26/10/2021	GA CEO	Final STA feedback incorporated.
6 April	2.0	6/4/2022	GA CEO	Included minimum age for Club Administrators on page 5 to align with National Integrity Framework.

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Introduction

As the governing body for gymnastics within Australia, Gymnastics Australia (GA) is responsible for the collection, storage, and maintenance of membership information under section 5 of the Gymnastics Australia Constitution which is supported by GA's Privacy Policy.

This new National Club Administration Policy has combined the National Membership Data Policy, Athlete Transfer Policy and Multi-Club Athlete Policy.

Purpose

Gymnastics Australia is required to maintain a 'Register of Members' as per Clause 5.15 of its Constitution.

The National Club Administration Policy ensures GA can meet its obligations and commitments for providing information required by:

- Sport Australia,
- Insurers for the National Risk Protection Program,
- Government organisations who safeguard (or provide frameworks through which to safeguard) children, and
- other organisations as defined under the Privacy Policy.

This Policy supports the sport's National Affiliation Standards, which a club is required to satisfy for ongoing affiliation. The National Affiliation Standards require that:

All of the club's members are registered (utilising the correct codes and individual contact details) with the relevant State/Territory Association and Gymnastics Australia in accordance with the National Membership Database Policy, the Athlete Coding Guide, and the State Membership Policy. All Members (participants/athletes, technical members and club personnel) must be entered into the National Database within 30 days of commencement at a club.

Scope

This document covers the requirements for affiliated Clubs when registering the following Members with their clubs:

- Participants (Athletes) including Transfers and Multi-Club Registration
- Technical Members (Coaches and Judges)
- Club Personnel (workforce at a Club)

This Policy specifically relates to the administration procedures associated with registration of participants and does not change or alter any rules that may be in place within a State based on an Association's Constitution, GA Constitution, By-Laws, or other such legal documents.

Information regarding other membership categories can be found in By-Law 1 – Membership, GA Constitution, and the appropriate sections of the GA website.

Definitions

Term	Definition
Athlete	A participant at an affiliated club.
Athlete Coding Guide	Athlete codes are Gymsport and Level codes so Gymnastics in Australia can track which Gymsport and level an athlete is currently participating in. Athlete codes correspond to Gymsports and their sport frameworks .
Competitive Member	Above Level 3 in a competitive Gymsport.
Club Administrator	Club Administrators are authorised members nominated by a Club to access and manage their Club Administration Portal in Gymnastics Online (GOL) and manage the Club in GA's Learning Management System. Club Administrators can be either Club Personnel and/or Technical Members.
Club Personnel	Club Personnel are individuals who either are employed or volunteer at an affiliated Gymnastics Club but not in a coach or judge capacity.
Current Club	The Club that the Athlete is currently registered as a primary athlete (ATH) at regardless of paid thru date. This Club is responsible for approving or denying the transfer request.
GA	Gymnastics Australia
GOL	Gymnastics Online (GOL) is where Members can log into their Member Portals from the GA or STA websites.
Inactive Club	A club whose status has become Inactive.
Multi Club Athlete	A participant who holds a registration at a secondary club (ATH2)
New Club	The Club who has requested the athlete transfer.
Secondary Club	This is the Club who has requested the Multi-Club Athlete registration or renewal for the Athlete.
STA	State or Territory Gymnastics Association
Technical Member	An accredited Coach or Judge who holds a current Technical Membership with Gymnastics Australia

General Principles for Membership Data

In accordance with national privacy laws, GA has a Privacy Policy in place which outlines regulations governing the collection, use, disclosure, access, and protection of personal information in accordance with the Privacy Act. All Membership data will be collected, used, disclosed, accessed, and protected in accordance with GA's Privacy Policy.

Processes for Clubs for registering all types of Membership Data including Athlete Transfers can be found on <https://support.gymnastics.org.au/>

Club Administrators

All Clubs must have at least one Club Administrator and for data security reasons, Club Administrator accounts must not be shared. There is no limit to the number of Club Administrator accounts a Club can have and there is no cost associated with establishing a Club Administrator account. Clubs must review their Club Administrators annually and notify their State Association of any changes required.

Club Administrators are responsible for ensuring the registration of the following members is current for their Clubs in Gymnastics Online:

- Participant registration
- Athlete Transfers
- Multi-Club Athlete Registrations
- Club Personnel registration
- Technical Member Club registration

Given the nature of the role and the requirement for individuals to hold a WWCC or equivalent, Gymnastics Australia requires Club Administrators to be at least 18 years and over.

Participant (Athlete) Registration

- For each new calendar year from 1 January annually, **all Clubs must ensure all participant registrations are renewed or registered with the club in Gymnastics Online (GOL) within 30 days of commencement of programs or activities.** As per the Insurance Statutory Notice that Clubs agree to annually as part of their Club Affiliation, failure to register Participants within 30 days of their commencement of an activity or program at the Club will result in the participant not being covered for insurance purposes and any claims made during this time will be declined.
- The registration of a participant requires an affiliated club to register **specific personal details** of the individual into GA's national membership database. Authorised Club Administrators provide these registrations to GA online via the Club Administration Portal available on GOL. Clubs should ensure that Athlete Registration data is current and, at a minimum, reviewed on an annual basis.
- Affiliated clubs are responsible for ensuring that the below minimum information is accurately collected from participants at their Club and provided in the national membership database to ensure that the individual is eligible to access any membership benefits provided such as personal accident insurance. True and accurate contact information must be entered into the membership database as per the Insurance Statutory Declaration. Failure to do so, potentially leaves members uninsured when training or competing

Minimum Mandatory Information	Consequence for not providing this information	Notes
Full Name (First Name, Last Name)	Participant unable to be registered.	Please do not use nicknames as this creates issues with duplicates and transfers.
Email	Participant will miss out on key communication and access to apps.	For participants under 18 years, please use a parent/guardian's email address.
Birthdate	Participant unable to be registered.	Must be in DD/MM/YYYY format.
Gender	Participant unable to be registered in events.	Can be Male, Female, Non-Binary or Other

Home Phone	Participant unable to be registered.	For participants under 18 years, please use a parent/guardian's phone number. Can either be a mobile or landline number. Must be 10 digits eg. 0411222333 or 0386989718.
Full Address (Street, Suburb, State, Postcode)	Participant unable to be registered.	For participants under 18 years, please use a parent/guardian's address.
Gymsport Level	Participant unable to be registered in events. Participated unable to be registered.	All participants must have at least one Gymsport and Level on their profile at all times. Clubs must ensure Athlete Codes registered on a Participant's profile are what the athlete is current doing. More information on Athlete Codes (Gymsport and Levels) can be found on the Athlete Coding Guide .

Athlete Transfers

Athlete Transfers occur when an athlete who is registered with one affiliated Club (Current Club) wishes to transfer their registration to another affiliated Club (New Club). This policy applies even if the athlete's paid thru date on their membership record is from a prior year at the Current Club.

Reasons a Current Club can decline a Transfer

There are only two reasons a current club can decline a transfer:

- Outstanding fees owed by the Participant to the Current Club
- The Participant is still training at the Current Club.

Outstanding Fees owed to the Current Club.

Outstanding fees are over \$50 in value and must be within the past 5 years. When declining a transfer due to fees owing the Current Club must clearly state in the notes area:

- The financial value of the fees owing; and
- When the fees were incurred.

If an athlete transfer is denied due to outstanding fees, the STA must advise the following parties in writing within 5 business days of receiving an Athlete Transfer Denial notification that due to fees owing at their former Club that Athlete is not able to train or compete at any Club and are not insured until resolved:

- The Athlete or if under 18 years their Parent or Guardian
- The New Club
- The Current Club

Still training at the Current Club

A Current Club can decline an Athlete Transfer on the basis that the Athlete is still training at the current club but must ensure the Athlete holds a current registration which was paid in the current year before declining the transfer. When declining a transfer due to the Athlete still training at the club, the Current Club must clearly state this in the Notes area. The New Club must submit a Multi-Club Registration request to GA for this athlete within 30 days of receiving the Athlete Transfer denial. Please refer to the Athlete Multi-Club Registration section of this document for more information.

GA Membership Fees and Athlete Transfers

For each new calendar year from 1 January annually, Clubs must collect GA membership fees for athletes within 30 days of commencement of programs and activities which will cover the athlete's membership until the end of the calendar year. Following the collection of GA membership fees, the Club must pay these fees to the relevant STA within the STA invoice terms.

It is important to note about GA membership fees:

- These fees are non-refundable (except as required by the ACCC) and non-pro ratable. The Current Club is not required to reimburse any part of fees paid by the athlete, to either the athlete or the New Club.
- Where a Club charges an athlete an itemised amount for these fees that is incorrect and that amount is paid by the athlete, the Current Club:
 - cannot claim any underpayment from the athlete.
 - is liable to repay to the athlete any amount that has been overcharged,
 - Where the fee is not itemised, the New Club may provide a discount for membership to alleviate the issue of double payment.
- The New Club is not required to pay any other membership fee to GA in respect of the athlete for that calendar year.
- Insurance which is provided to registered athletes as part of the National Insurance scheme is annual and must be paid at the start of the calendar year by the Current Club and is non-refundable and non-pro ratable.
- Once the transfer is complete, the athlete must pay all required fees to the New Club, apart from GA registration fees if they have already been paid for the current calendar year.

Competitions and Athlete Transfers

- A "competition qualification period" applies to all transfers.
- An athlete may not participate in any sanctioned gymnastic competitions or events for the New Club for a period of 30 days ("competition qualification period") in all instances (including inter and intra-State transfers) from the date an Athlete Transfer has been requested regardless of if the transfer has been approved or declined. An athlete who wishes for the competition qualification period to be waived can apply to the STA in writing. The STA has sole discretion to waive the competition qualification period for competitions within their jurisdiction. When applying for this waiver, the athlete must provide the following information:
 - The name of the athlete
 - The date the transfer application was submitted
 - The reasons for the transfer
 - The event that the athlete wishes to compete in
 - Any evidence or details to support this request

- Athletes may only compete for and/or represent their current Club at sanctioned gymnastics events.
- Before being eligible to compete in a State or National Championships an athlete who transfers from overseas must:
 - reside in Australia for not fewer than 6 months, and
 - be a registered member for not fewer than 3 months, unless the relevant STA or GA event manager in its complete discretion determines otherwise.

High Performance and Athlete Transfers

- An athlete transferring to a State High Performance Institute/Academy must maintain their membership with the Current Club if the athlete has:
 - placed in the top ten for their level in the All-Around or any Apparatus final when representing their Current Club at a State Championship.
 - represented their State at any National Championship while a member of the Current Club.
 - been a *competitive member* of the Current Club, within their selected Gymsport, for more than 3 years.
- The State High Performance Institute/Academy must register the Athlete for the current year as a Multi-Club Athlete within 30 days of the Athlete commencing a program at their Club.
- The State High Performance Institute/Academy must also keep the Current Club informed of the following:
 - If the athlete is renewing their affiliation with the Club for the current year.
 - Any changes to the athlete's Gymsport and Levels (Athlete Codes)
- The Current Club must ensure the Athlete's registration is renewed for the current year within 30 days of the Athlete commencing a program or activity at the State High Performance Institute/Academy and is maintaining the athlete's correct Athlete Code (Gymsport and Level) on their primary profile.

Multi-Club Athlete Registration

Multi-Club Athlete Registration occurs when an athlete who is registered for the current year with one affiliated Club (Current Club) wishes to train at more than one club and/or compete with another affiliated Club (New Club) during the same year.

Clubs can identify the need for a multi-club athlete request by either:

- The athlete advising the New Club that they are already a registered athlete at another club.
- Receiving an athlete transfer denial due to the athlete still training at the Current Club.

Clubs can register Multi-Club Athletes via the Club Admin Portal. Multi-Club Athlete registration is valid until the end of the current calendar year. At the commencement of the year the New Club must submit a Multi-Club Athlete registration renewal if they wish to continue the Multi-Club Athlete registration.

Duplicate Athletes

If GA discovers an athlete has a duplicate primary athlete (ATH) record, the profile which was created first will become the primary club (ATH) record. The most recently created record will become a multi club record (ATH2) for the same athlete

Insurance and GA Fees for Multi-Club Athletes

Athletes should only be registered to one club as their primary club, to whom they pay GA/STA registration fees. As well as the primary club the athlete may be registered with as many secondary clubs as required, without the payment of a National or STA registration fee.

Provided the athlete is currently registered, insurance cover is valid regardless of which club the athlete trains with, as long as policy requirements are met (ie. with an affiliated club, registered with correct contact information and correct athlete codes, under an accredited coach and all relevant safety requirements are met).

National and STA registration fees can only be charged by the Current Club who holds the primary registration for the athlete.

Competition Rules for Multi-Club Athletes

Where an athlete trains for different Gymsports they can compete with the relevant secondary club at Gymnastics Australia/State Association sanctioned events (i.e.: if an athlete is training WAG at Club A and ACR at Club B they can compete WAG for Club A and ACR for Club B)

Where an athlete trains for the same Gymsport at multiple clubs they can only compete with the club with which is registered as their primary club. (i.e. If an athlete is training at Club A for WAG and also training at Club B for WAG, and Club A is the athlete's primary club then they can only compete for Club A).

Technical Member Registration

- Clubs must register current Technical Members who work or volunteer at their Club, via the Club Administration Portal available on Gymnastics Online (GOL) prior to commencing paid or volunteer work at a club.
- Clubs should ensure that the Technical Member list only contains current Technical Members This means that Clubs must also remove any Technical Members who are no longer working or volunteering at the Club.
- Clubs must ensure that current Technical Members who work or volunteer at their Club have current and valid Working with Children (WWCC) or equivalent accreditations registered prior to commencement of working or volunteering at a club.

Club Personnel Registration

- Clubs must register current Club Personnel Members who work or volunteer at their Club, via the Club Administration Portal available on Gymnastics Online (GOL) prior to commencing paid or volunteer work at a club.
- Clubs should ensure that the Club Personnel list only contains current Club Personnel members. This means that Clubs must also remove any Club Personnel members which are no longer working or volunteering at the Club.
- Clubs must ensure that current Club Personnel who work or volunteer at their Club have current and valid Working with Children (WWCC) or equivalent accreditations registered prior to commencement of working or volunteering at a club.
- Clubs must also ensure they have registered at least one member for the following Club Personnel relationship types at a minimum:

Relationship	Who should be added	Mandatory for Clubs to provide
Club / Board President / Director	Board President, Directors, Owners, Partners, etc	Yes* (* either or)
Chief Executive Officer	Chief Executive Officer	Yes* (* either or)
Child Safety Representative	These are Child Safety Representatives for your Club which handle Child Safety matters.	Yes
Finance Contact	Finance Manager, Accounts Payable	Yes
Member Protection Officer (Fully Trained)	MPIO Full trained - An individual who has completed both the online component and the Face-to-Face component of the Member Protection Information Officer Course	Yes (preferred)
Member Protection Officer (Informed)	MPIO Informed - An individual who has only completed the online component of the Member Protection Information Officer Course.	Yes (if no MPIO fully trained)
Voting Delegate	This is a member nominated by your Club to vote as per the constitution of the relevant S/T Association.	Yes

Compliance with the Policy

State Associations and GA will carry out random audits on the national membership database to ensure the accuracy and integrity of information being entered. Clubs will be notified of any updates or corrections required and will be responsible for ensuring actions are taken to correct records.

Should a club fail to accurately update the necessary information when requested by GA or a State Association, access to club benefits and services may be suspended until written confirmation is received from the club that the required information has been rectified and steps are being taken to meet the participant registration requirements in this Policy.

Should ongoing breaches or non-compliance with this Policy occur, GA and the relevant State Association reserve the right to implement further action in accordance with the National Affiliation Standards and/or the rules that govern club affiliation within the relevant State.

Changes to the Policy

Changes to this policy will be submitted by GA management and/or STA CEOs/EDs, for review and approval by the GA CEO. Once a change has been approved, the policy will be updated in the official GA policy register, published on Gymnastics Australia's website, and circulated to GA Board and STA Members