

DRAGON BOATING WA

(Incorporated under the Associations Incorporations Act 1987)
 Registered No: A1007820Z ABN: 909 334 04 075



RENEWAL - CLUB MEMBERSHIP

2012/2013 SEASON MEMBERSHIP FEE - \$410

(MEMBERSHIP YEAR: 1/10/2012 TO 30/09/2013)

NAME OF CLUB

Copies of the following documentation is required to be submitted as part of the application for membership:

- Latest AGM Minutes, draft or confirmed
- Copy of incorporation certificate
- Constitution

("the Club") applies to become a Member of Dragon Boating WA ("DBWA"). If this application for membership is accepted, the Club will be a member of DBWA. The Club acknowledges that this membership will be accepted as advised by DBWA. The Club acknowledges that it will be bound by and agrees to comply with the rules applying to the sport of dragon boat racing and the constitution, regulations, policies and directions of DBWA.

Authorised signature of Applicant Date
 On behalf of Club

MEMBER CLUB DETAILS

Club Address		PCode	
Postal Address		PCode	
Main Contact Phone	Mobile		
Email			

OFFICE BEARERS – All persons listed on this form must be members of DBWA

President			
Contact Phone No		Email	
Vice-President			
Contact Phone No		Email	
Secretary			
Contact Phone No		Email	
Treasurer			
Contact Phone No		Email	
Head Coach			
Contact Phone No		Email	

Please indicate above **one** person you wish to be on the DWBA Distribution list for correspondence, electronic or otherwise (the President will automatically receive all emails).

Incomplete applications will not be accepted.

Once this application has been approved, the member club will be invoiced by DBWA for the annual fee. Please do not send any payment with this form.

Date Received:	Approved: Y/N	Inv issued: No:
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SPORTS CLUB ASSESSMENT

The following is a Sports Club assessment which provides clubs with a better understanding as to how they are travelling. The tool will assess various aspects that are important for the successful running of a club, including planning, risk management and volunteer management.

This is not a requirement of membership for DBWA – it is purely for your club's benefit. Please do not return to DBWA. The Department of Commerce has produced a guide for incorporated associations which discusses important topics such as incorporation, legal requirements, constitutions, etc. The guide is located at <http://www.commerce.wa.gov.au/associationsguide/>

Are you incorporated under the <i>Associations Incorporation Act 1987</i> ?	
Are you aware of the legal requirements resulting from incorporation?	
Has your constitution been reviewed in the last 24 months?	
Have any changes made to your constitution been lodged with the Department of Commerce?	
Does your management Board/Committee follow agreed meeting procedures?	
Are the responsibilities of the Board/Committee clearly documented and endorsed by all board members? (Eg. 'Role of the Board', and/or 'Code of Conduct', and/or 'Conflict of interest'.)	
Is an annual report provided to members outlining how the Board/Committee fulfilled its governance role, the achievements of the club, the annual financial statements and future goals of the club?	
Do you have an induction process for new Board/Committee members?	
Do you have job descriptions or duty statements for any volunteer position holders?	
Do you have job descriptions or duty statements for each position on your Board/Committee?	
Do you spend time planning for future development and funding opportunities?	
Do you have a long-term (3-5 years) and a short-term (1 year) plan that sets out what you will do and how you are going to do it?	
Did you consider your State Sporting Association's strategic (long term) plan when developing your own plans?	
Do you have a budget for your long-term and short-term goals?	
Does your short-term plan reflect the goals and challenges of your clubs current long-term plan?	
Do you regularly report on the progress of your plans? (e.g. through Board/Committee minutes, AGM's etc).	
Have you nominated one or more accredited First Aid Officers or sports trainers?	
Do you encourage and support the training of volunteer members in first aid, sport training etc?	
Do you have insurance policies that cover for both regular activities and special events?	
Do you have adequate building and/or equipment insurance to cover all potential risks (Eg. theft, fire, water damages)?	
Do you have public liability insurance?	
Do you regularly conduct risk/safety checks on facilities and equipment?	
Do you have first aid resources available at all facilities and events?	
Do you have insurance to protect the professional conduct of Board/Committee members, coaches, officials and other key volunteers/personnel?	
Do you have injury insurance for players, coaches and other officials?	

Do you have a process that recognises, assesses, prioritises and manages the risks of your club?	
Do you use a risk management plan?	
Do you regularly review your risk management plan?	
Are your members aware about the possible risks associated with club activities?	
Do you minimise risk by conducting tests to verify the swimming ability of members?	
Is your club working in a way that is consistent with the risk management approach determined by your club?	
Are you aware of and abide by the legislation relating to your club and sport (eg. Liquor Licensing, Working with Children etc)?	
Do you regularly review existing policies and identify new policies?	
Do you have policies that are relevant to your club, eg: Member Protection, Health Related Issues, Financial Processes, Complaint Handling, Volunteer Management, Code of conduct for athletes, participants and coaches?	
Do you communicate regularly with members through various communication passages? (eg. newsletters, website, email, notice boards etc.)	
Do your members/clients know your Board/Committee members and/or key personnel?	
Do you have a club policy that outlines the access, release and confidentiality of your members database?	
Do you have an annual budget that is endorsed by the Board/Committee?	
Do you have mechanisms to monitor and control spending such as having at least two signatures for payment transactions?	
Are regular financial reports presented to the Board/Committee and members?	
Do you have an asset management/replacement plan for key items of equipment?	
Do you keep an accurate set of accounting books or have a computer accounting system?	
Are your financials externally audited?	
Do you target low participation groups (eg. people with disabilities, indigenous people, women, seniors and people from culturally and linguistically diverse backgrounds)?	
Has your club adopted a code of conduct required of members, including committee and coaches?	
Do you encourage the accreditation of coaches at your club?	
Has your club adopted a code of conduct for participants, members and spectators that addresses issues relevant to the need for respect for officials?	
Do you encourage the accreditation of officials at your club?	
Do you have a readily accessible list of names and contacts for all volunteers?	
Do you have initiatives that recognise and reward club volunteers for their efforts?	
Do you have a set of guidelines for training volunteer members and/or personnel?	
Do you have strategies in place for recruiting or attracting new volunteers?	
Do you have a program for appraising and developing volunteers at your club?	
Are all staff and volunteers provided with a comprehensive induction program when commencing employment or their position with your club?	
Do you have a program for appraising and developing staff and volunteers?	
Do you have a management plan for your facility that includes a detailed asset maintenance schedule?	
Are your facilities and equipment checked regularly and maintained to a safe standard?	
Do you have a financial management plan for your facility?	

Do you have training for staff/volunteers to manage/use the clubs facilities?

EXAMPLE