



DBWA New Club Application Policy

1. Preamble

The purpose of this policy is to define the requirements for new clubs wanting to join the Dragon Boating WA Inc (DBWA) membership.

2. Definitions

Terms not defined here are as described in the Constitution of Dragon Boating WA Inc, where available.

DBWA Club has the same meaning as the term “Club Member” as written in the Constitution of Dragon Boating WA Inc (i.e. *DBWA Club* means a dragon boat club).

3. Liaison with DBWA

It is strongly recommended that anyone considering forming a new dragon boat club contact DBWA in the first instance to discuss the proposal. There are several requirements and steps to becoming a member club of DBWA and it is prudent to ensure the club proposal will likely be favorably considered by DBWA prior to commencing the process.

The Constitution of DBWA provides that: 1) the DBWA Board determines whether an application for membership is approved or denied, and 2) the DBWA Board has the right to refuse membership to any association and/or individual.

4. Requirements

The following requirements must be satisfied before a new club is eligible for membership with DBWA. Note that satisfying the eligibility requirements does *not* guarantee approval of a club membership application.

The proposed new club must:

- have a minimum of 22 new members;
- have a maximum of 3 members from existing DBWA clubs (membership transfer requirements apply; see Member Transfer Policy);
- be located such that it encourages participation from residents of geographic areas that are untapped by current DBWA club members (i.e. the new club must not be located near current DBWA club(s) such that it competes for membership from within the same population);
- be a not-for-profit association incorporated under the *Associations Incorporation Act 1987* (note: the club Constitution must be approved by the relevant government authority prior to submitting to DBWA).

Other requirements may be required to be fulfilled prior to final DBWA Board approval of a club membership application. Such requirements may include (but are not limited to) the new club having:

- a dragon boat and associated equipment, including personal floatation devices;
- an accredited coach within 2 years of acceptance as a new club;
- an accredited sweep (liaise with DBWA to get accreditation);
- first aid kits and a first aid officer;
- a risk management plan;
- policies that are relevant to the club (e.g. Member Protection Policy, health related issues, financial processes, complaint handling, Code of Conduct for athletes, participants and coaches); and
- certificates and approvals relevant to legislative requirements (e.g. Working with Children Checks).

5. Timeline for application

Application forms for new club membership may be submitted at any time. Applications are considered at the next available DBWA Board meeting and applicants will be advised accordingly of any decision made on their application.

6. Appeal rights

A DBWA Board decision regarding an application for membership is *not* subject to appeal.

As per the Constitution of DBWA, the Board is not required to give any reason for the rejection of an applicant.