# 2018 Affiliation Form

**Section1: Club/Court Information**

**1.1 Preferred Club Name:**

Please record the name by which the Club will be known.

**1.2 Legal Name**

Please supply the Club’s recognised legal name. In most cases, this name will be as it appears on official documentation for legal status (certification). Include trading name where applicable.

**1.3 Postal Address**

Please supply the Club’s mailing address for all postal correspondence.

|  |  |
| --- | --- |
| *No. and Street (or PO Box)* |  |
| *Suburb* |  |
| *Postcode* |  |

**1.4 Venue details**

Please supply the address for each venue out of which your club operates. These addresses will appear on the web-based Club search facility.

Please check if operating from the above named venue only Number of Courts

|  |  |  |  |
| --- | --- | --- | --- |
| *Venue Name* | *No. of Courts* | *Address  (No. and street)* | *Address (Suburb and postcode)* |
|  |  |  |  |
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**1.5 Club Personnel**

Please supply the contact details for all management personnel for the Club and Teams.   
*These contact details will be used on Squash SA mailing lists.*

|  |  |  |
| --- | --- | --- |
| *Name* | *Title* | *Email* |
|  |  |  |
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**1.6 Club Contacts**

Please supply the phone numbers for all telephone communication

*These details will be used on Squash SA mailing lists and website court finder*

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| --- | --- |
| *Primary Phone Number (general enquiries)* |  |
| *Secondary Phone Number (additional enquiries)* |  |
| *Mobile Phone (emergency and/or optional contact)* |  |
| *Fax Number* |  |
| *Club Email* |  |
| *Club Website* |  |

**1.7 Club Australian Business Number (ABN)**

**1.8 Registered for GST**

Is your Club registered for the collection of Goods and Services Tax (GST)?

Yes No

*Your Club must register for GST if it is a business with an annual turnover ≥$75 000 or a non-profit organisation with an annual turnover ≥$150 000.*

**1.9 Legal standing of Club**

Please indicate (tick) the legal standing by which the Club is officially recognised by the relevant authority in SA.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Incorporated Association |  | Incorporated Company |
|  | Registered Business |  | Sole Trader |
|  | Partnership Trust |  | Other |

If indicated ‘Other’, please specify Club’s situation

*Examples may include education institutions (schools), PCYC, YMCA, etc..*

**Section 2: Insurance**

**2.1 General Public Liability and Club Management Insurance**

Does the Club wish to take up Squash Australia’s General Public Liability and Club Management Insurance?

Yes No

If ‘No’, please supply your insurance details:

|  |  |
| --- | --- |
| *Name of Insurer* |  |
| *Policy Period* |  |

**Section 3: Squash Programs**

**3.1 Programs**

Please provide details of squash and racquetball programs offered by the Club.

*Information provided will be used to promote the programs to the general public*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Program Type* | *Day* | *Time* | *Age* | *No of Players* |
| *Eg. Junior Program*  *Social competition*  *Pennant Competition* | *Tuesday*  *Monday*  *Mon-Thurs* | *4-5pm*  *6.30pm*  *7pm* | *8-15year olds*  *Open*  *Open* | *9*  *32*  *26* |
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**3.2 Other Player Numbers**

|  |  |
| --- | --- |
| No. of Casual Players (approx) |  |
| No. of Players with Disabilities participating in squash programs |  |

**3.3 Coach Information**

Please provide details of your coaches. It is the club’s responsibility to ensure a coach has a valid Criminal History Assessment (CHA). A list of Squash SA coaches (including accreditation level and clearance information) is available on the Squash SA website. *A valid check must be ≤3 years old*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name* | *Phone Number* | *Please choose one of the boxes below* | | |
| *CHA by Squash SA (info available on website)* | *CHA by Club  (include clearance date)* | *Senior Coach only* |
|  |  |  |  |  |
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**Section 4: Acceptance and compliance with Squash SA rules**

**4.1 General Liability Insurance**

The Club is to ensure that it maintains appropriate Public Liability Insurance that complies with the National Insurance Standards. Clubs who take up Squash Australia’s General Public Liability Insurance automatically comply with these Standards.

**4.2 Compliance**

The Club must ensure compliance with all state and federal legislation. The club is to ensure that all members, participants, staff/volunteers, coaches, referees and officials are aware of, understand, and comply with the Association Member’s and Squash SA’s Constitution, Regulations and Policies, and directives of the Board, as they apply throughout the term of affiliation. Copies are available on the Squash SA website.

**4.3 Player Registration**

All players (including pennant, in-house, junior, masters and school competitors) are to be registered as members of Squash SA. Registration will be via Sporty HQ (formerly Matrix) or an In-House Registration Form available on the Squash SA website. Players not registered will be ineligible for player insurance.

**4.4 Working with Children**

The Club is to ensure that all staff, paid or unpaid are assessed for suitability to work with children and young people. See Squash SAs Child Safe Policy for more information.

**4.5 Work Health Safety**

The Club is to ensure that a safe environment is provided for staff, participants and other visitors in accordance with relevant legislation. The Club is to also ensure that:

* Safety rules for participation are displayed within all venues and easily visible to all participants, spectators and visitors.
* Emergency Procedures detailing the steps to be taken in the unlikely event of an emergency are documented and displayed within all venues.
* A fully equipped and maintained First Aid Kit is located within all venues and is accessible at all times. Your local First Aid Supplier will have examples of First Aid Kit Stock Lists.
* A working telephone (landline or mobile) is accessible within all venues and emergency contact numbers are on display near the handset or other prominent place.

**4.6 Injury Procedures & Report Forms**

The Club is to ensure that Injury Procedures, detailing the steps to be taken in the unlikely event of an injury, are documented and accessible by all staff at all venues indicated. In addition, Injury Report Forms are to be accessible to all staff and completed forms are stored on-site in accordance with the Privacy Act (1988). Squash SA’s Injury Report Form is available on the Squash SA website.

|  |  |  |  |
| --- | --- | --- | --- |
| *Signature of Acceptance* |  | *Date* |  |
| *Full Name* |  | | |
| *Title* |  | | |