



**Gymnastics**  
Australia

## **NATIONAL MEMBERSHIP DATABASE POLICY**

<b>Policy Name:</b>	<b>National Membership Database Policy</b>
<b>Date of Approval:</b>	<b>April 2003, 29 August 2015</b>
<b>Policy Coverage:</b>	<b>Operational - Membership</b>
<b>Date of Review:</b>	<b>August 2017</b>

### 1. INTRODUCTION

As the governing body for gymnastics within Australia, Gymnastics Australia (GA) is responsible for the collection, storage and maintenance of membership information for all recognised membership categories including club, participant, volunteer, coach and/or judge. Each of these membership categories has particular registration procedures, all of which are supported by GA's Privacy Policy.

### 2. PURPOSE

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

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 participants are registered (utilising the correct codes) with the relevant State Association and Gymnastics Australia in accordance with the National Membership Database Policy and the State Membership Policy.

In addition, this Policy ensures GA can meet its obligations and commitments for providing the information required by the Australian Sports Commission and other organisations who provide services to members, such as the national insurance scheme.

### 3. SCOPE

This document outlines the policy relating to the **registration of participants (also known as athletes or gymnasts)**, regardless of their Gymsport or level.

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, By-Laws or other such legal documents.

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

### 4. POLICY PRINCIPLES

4.1 The registration of a participant requires an affiliated club to enter specific personal details on the individual onto GA's national membership database. This

information is provided to GA through an online membership portal called Gymnastics On Line (GOL).

This information will be stored, used and accessed in accordance with GA's Privacy Policy.

4.2 The following minimum information must be provided for each participant before a registration will be recognised by GA:

- Full Name
- Residential or Personal Mailing address
- Date of Birth
- Gender
- Gymsport/s
- Level of Achievement within each Gymsport (as outlined in the Athlete Coding Guide)

***It is the responsibility of the affiliated club to ensure that the above minimum information is accurately provided in the national membership database to ensure that the individual is eligible to access any membership benefits provided (e.g. personal accident insurance).***

In addition, the following information is requested and may be provided at the discretion of the individual and/or club:

- Phone Number
- Parent/Guardian Name/s (if the participant is under 18 years of age)
- Email address (or parent/guardian's email address if the participant is under 18 years of age)

4.3 All participant members must be registered in the national membership database within 30 days of commencing programs or activities with the club. Failure to do so will result in the participant not being covered for insurance purposes and any claims made during this time will be declined.

In the case of each new calendar year, all participant registrations are to be updated by the club in GOL within 30 days of the club re-opening for the year.

## 5. OPERATING FRAMEWORK FOR PARTICIPANT REGISTRATIONS

### 5.1 Gymnastics On Line (GOL)

Affiliated clubs are required to enter participant details directly into the national membership database via GOL on a regular basis, adhering to the Policy Principles above. A log in will be issued to the authorised club administrator on completion of affiliation to facilitate this process.

State Associations and GA may carry out random audits on the national membership database to ensure the integrity of the 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 continual 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.

### **5.2 Multiple-club athlete registrations**

Any participant who partakes in more than one Gymsport at more than one club is required to register as a multiple-club athlete in accordance with the Athlete Multiple-Club Registration Policy within 30 days of undertaking activities at a second club.

### **5.3 Athlete transfers**

Any participant moving from one club to another must complete the process in accordance with the Athlete Transfer Policy.

## **6. SPECIAL CONDITIONS**

### **6.1 Privacy Statement**

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.

GA confirms that member details will only be disclosed in accordance with this Privacy Policy.

## **7. APPEALS AND GRIEVANCE**

All members have the opportunity to appeal and/or lodge a grievance to the relevant management levels. Further details are contained in the GA Grievance By-Law.

## **8. CHANGES TO THE POLICY**

Changes to this policy may be submitted by State Associations and GA staff for review and approval by the CEO. Once a change has been approved, the policy will be updated in the official GA policy register and circulated to GA Board, State Associations and GA staff for information.

In addition, Gymnastics Australia is committed to ensuring all policies are up-to-date and reflect current practices. The latest review date is recorded at the beginning of each policy.