



Gymnastics
Australia

NATIONAL MEMBERSHIP DATABASE POLICY

Policy Name:	National Membership Database Policy
Date of Approval:	April 2003
Policy Coverage:	Business - Membership
Date of Review:	July 2006

1. INTRODUCTION

As the governing body for gymnastics within Australia, GA has the responsibility for the collection, storage and maintenance of membership details for all recognised membership categories including club, athlete, volunteer, coach and/or judge. Each of these membership areas has particular registration procedures in place, all of which are in-line and supported by the GA's Privacy Policy.

This document outlines the policy that has been adopted for the **registration of athletes**, regardless of their Gymsport or level.

It should also be noted that this policy specifically relates to the actual administration procedures associated with registration of athletes and does not change and/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. This policy supports the sport's national affiliation standards that have been adopted by all State Associations and the Incorporation Act., which requires GA to maintain a 'Register of Members'. In addition, this policy ensures GA can meet its obligations and commitments required by the Australian Sports Commission and the organisations we deal directly with for the provision of services, such as a national insurance scheme.

2. DEFINITION

The registration of an athlete requires an affiliate club to provide specific personal details on the individual for inclusion onto GA's national membership database. This information may be provided to Gymnastics Australia through one of three methods:-

- Manual Registration
- Gymnastics Online

Regardless of the method utilised the information will be stored, used and accessed in accordance with Gymnastics Australia's Privacy Policy.

3. PRINCIPLES

Regardless of the system chosen from the two available options to register an athlete, the following minimum information must be provided, for each athlete, before a registration will be recognised by GA:

- Full Name
- Residential or Personal Mailing address
- Date of Birth
- Gender

- Gymsport
- Level of Achievement within their Gymsport

It is the responsibility of the affiliated club to ensure that the above minimum information is provided to Gymnastics Australia 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:

- Contact Phone Number
- Email
- Guardian Names

4. OPERATING FRAMEWORK FOR ATHLETE REGISTRATIONS

4.1 Manual Registrations

Affiliated clubs are required to forward athlete details via their State Association on a regular basis (e.g.: within 30 days of the athlete joining the club).

Information is to be submitted on the official Manual Athlete Registration form or via a printout from a database program that is utilised by the club however, such a printout needs to be in the same format and provide the same information as requested by the official form. The official Manual Athlete Registration form can be accessed via the GA web site.

4.2 Gymnastics Online

Affiliated clubs who have subscribed to Gymnastics Online, are required to enter athlete details directly onto the national membership database, on a regular basis. (e.g.: within 30 days of the athlete joining the club).

Gymnastics Australia is responsible for carrying out random audits on the national membership database on a regular basis to ensure the integrity of the information being entered. Clubs will be notified of any updates or corrections that may be required and will be responsible for ensuring actions are taken to correct records.

Should a club fail to update the necessary information after two requests, access to the national membership database may be suspended until written confirmation is received from the club that steps are being taken to support the athlete registration requirements in this policy. Should a subscription to Gymnastics Online be suspended due to non-compliance with this policy no refund, total or partial, will be paid to the club.

Should a club continue to NOT provide the minimum information required, Gymnastics Australia, in partnership with the relevant State Association, reserves 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. SPECIAL CONDITIONS

5.1 Privacy Statement

In accordance with national privacy laws, Gymnastics Australia has a Privacy statement in place. This statement outlines regulations governing the collection, use, disclosure, access and protection of personal information in accordance with the Privacy Act. Gymnastics Australia confirms that athlete details will only be disclosed in accordance with this statement.

6. 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 and Appeals policy document.

7. CHANGES TO THE POLICY

Changes to this policy may be submitted by GA Board, State Associations and National Sports Management Committees for review and approval by the GA Board. Once a change has been approved, the policy will be updated in the official GA policy register and on the Intranet and circulated to GA Board, State Associations and relevant SMC.

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.