

## Club Affiliation Process 2017/18

Victorian based triathlon clubs and squads are invited to affiliate with Triathlon Victoria for the 2017/18 season. Triathlon clubs and squads are the heartbeat and connectors of the sport of triathlon. They provide individuals with training, coaches, support, volunteers and a positive environment for members of the triathlon community. Triathlon Victoria does not make a distinction between traditional clubs and commercial squads, recognising that each plays an important role in growing, strengthening and connecting the triathlon family in Victoria. By affiliating, your club is supporting the 'whole of sport' through the delivery of junior, club, development and participation initiatives and programs.

For triathlon to continue to grow clubs, squads, race organisers, Triathlon Victoria and Triathlon Australia must work collaboratively to provide members with positive experiences, ensuring they receive maximum value from their membership and competitions. Triathlon Victoria plays a role in servicing the membership and supporting our affiliated clubs, who receive a range of benefits (listed [here](#)).

### How to affiliate your club?

1. Ensure your club's committee and head coach understands the Triathlon Victoria Affiliated Club Policy
2. Access the online affiliation portal ([click here](#)) and lodge your application
3. You will receive an invoice from Triathlon Victoria for your affiliation once you have lodged your online form. The 2017-18 Affiliation Fees are yet to be confirmed by Triathlon Australia, however any increase shall not be greater than 10% of the existing fees:

| Association | Club Category                    | 2017-18 |
|-------------|----------------------------------|---------|
| TA          | TV members – under 100           | \$200   |
| TA          | TV members – between 101 and 200 | \$400   |
| TA          | TV members – above 200           | \$600   |

4. Complete payment to Triathlon Victoria via EFT by 31 May 2017 and email a copy of your payment authorization (a screen shot copy is sufficient).  
**Triathlon Victoria - BSB: 193 879 ACC: 439461778 Email: [info@trivic.org.au](mailto:info@trivic.org.au)**

### Your Club's affiliation is complete – what now?

1. Set your club fees by no later than Friday 26<sup>th</sup> May 2017. This includes Family Membership discounts which must be a certain percentage discount from each membership when a certain number of members join. This must be communicated to Triathlon Victoria ([membership@vic.triathlon.org.au](mailto:membership@vic.triathlon.org.au)) once ratified by the Club Committee.
2. Update automated club emails from ActiveWorks Membership Manager
3. Once Triathlon Victoria has received your affiliation form and payment, your status will change to 'approved' and you will be issued with your Certificate of Currency.

Please contact Alexandra Mantell at Triathlon Victoria 03 9598 8686 or [membership@trivic.org.au](mailto:membership@trivic.org.au) if you need assistance.

**Changes to any details provided should be advised to Triathlon Victoria as and when they occur.**

## Frequently Asked Questions

### What information do I need prepared before lodging my club's application?

- Incorporation details (date and number) if applicable
- Club bank account details
- Club ABN
- Parties to be included on your club's Certificate of Currency
- Number of Accredited Coaches
- Number and names of Accredited Technical Officials
- Club Website, Twitter and Facebook URL's if applicable
- Club Office Bearer contact details (President, Secretary, Treasurer)
- Contact person for
  - Triathlon Victoria's Mail Outs
  - Membership Enquiries
  - Public Enquiries
- Supporting Documents (if available)
  - Club Logo
  - Club Constitution (please provide every three years or when altered)
  - Latest Club Annual Report
  - Insurance documents (if an alternate insurer provider other than Triathlon Australia)

### What happens if our club runs late in getting organised?

Membership for new individual members open on 1 June 2017 and for existing members on 1 July 2017 (renewal).

- If the affiliation process is not completed by 31 May 2017 new members will not be able to select your club when they join Triathlon Victoria/Australia online
- If not completed by 30 June 2017 you will no longer be an affiliated club of Triathlon Victoria/Australia and your insurance cover will no longer be valid,
  - You will lose the right to vote.
  - Your club will not appear in the list for members to select.
  - Your members will be charged the non-club membership rate for the 2017-18 season instead of the club membership rate (In 2016/17 this was \$130.00 and \$217.00 respectively)
  - Your club's listing on the Triathlon Victoria website will be removed.

Club affiliation can be reinstated at a later date when the process is complete and payment is received.

### What happens if our club/squad has less than 10 members?

If your club or squad has less than 10 members for two consecutive years of affiliation your club will not be provided the opportunity to re-affiliate. These terms are outlined in the [Triathlon Victoria Inc Constitution](#).

### VERSION CONTROL:

| Version | Date        | Revised by | Comments                          |
|---------|-------------|------------|-----------------------------------|
| 1.2     | 11 May 2017 | GC         | Updating of operational processes |