

# TRIATHLON WA CLUB AFFILIATION POLICY



In line with constitution requirements of all affiliated clubs, each Club must apply for re-affiliation by 30 June each year by completing the online application form accompanied by the appropriate affiliation fee and required documentation. Club Affiliation fees are based on membership levels for the preceding season. Clubs will be required to set their next season club fees by no later than Mid-March each financial year. This must be communicated to TWA once ratified by the Club Committee.

The Clubs latest Annual Report, including (if applicable) the audited annual accounts and Certificate of Currency (demonstrating Club Insurance coverage for the following season – where appropriate where the Club holds an insurance independent from the TA whole of Sport Policy) should accompany the application form. In addition, the Club should provide a copy of their Constitution and Certificate of Incorporation at a minimum every three years, or when altered.

On the Application Form the Club is required to identify a Contact Person (for mail outs, membership enquiries and public enquiries from website etc), along with details of the current Club Office Bearers. Changes to any of these details should be advised to TWA as and when they occur.

Each Club is also required to identify on the Form a Delegate to attend nominated Club Conferences and Forums and/or submit reports of Club activities to each meeting.

A Club Forum Agenda and Club Forum Minutes will be sent to all Club Delegates who are expected to keep their Club informed of TWA activities.

## Version Control

Version	Date	Revised by	Comments
1.0	July 2008	H. Lethlean	New Policy adopted July 2008
2.0	May 2014	H. Lethlean	Setting of fees change. Removal of Club register being sent to TWA. Removal of TWA Board minutes being supplied to Clubs Addition of : In line with constitution requirements of All affiliated clubs
3.0	April 2015	P. Minchin	Re-affiliation process now by online application form