



# AFFILIATED CLUB & COMMUNITY GROUP POLICY

## INTRODUCTION

A Community Group is a registered legal entity with charitable status which provides support and services to members of the community. WBA has full discretion to accept, change, or revoke a Club's affiliation status.

## CLUB BENEFITS

- Club is entitled to enter teams in WBA Interclub competitions.
- Club is entitled to book and access stadium meeting rooms at no additional fee.
- Club is entitled to attend WBA events including Annual Awards Function.
- Club is eligible to apply for subsidies, special advice and operations support such as administration, funding, personnel, and technical development where required.
- Club is eligible to attend and vote at the WBA Annual General Meeting, whilst contributing to the future direction of badminton in the region.
- Club is promoted by WBA through various resources including website, social media, newsletters, noticeboards, annual report, telephone enquiries, events and programs, etc.
- Members are eligible to trial and compete for WBA representative teams.
- Members are eligible to compete in Waikato Badminton, Badminton New Zealand, and international events.
- Members are eligible to register for a stadium account and be eligible for special member court hire rates at Eastlink Badminton Stadium.
- Members are eligible to attend professional development opportunities such as club administration, coaching and technical official education and event management courses.

## CLUB RESPONSIBILITIES

Each Club is required to:

- be open for anyone to join and not have closed membership by way of ethnicity, religion, gender, age or playing ability.
- maintain a register of its members (minimum 25) in a format determined by WBA and provide this to WBA when requested.
- participate in the WBA Interclub competitions and other local events.
- attend the WBA Annual General Meeting and any other meetings that WBA may call.
- ensure the Club and its members abide by the WBA constitution, policies, and code of conduct.
- provide voluntary assistance to WBA when requested to promote and develop the sport.
- resolve any outstanding debts or credits with WBA.
- acknowledge that WBA and Badminton New Zealand events take precedence over club court bookings. Clubs will be notified in writing when this arises.
- advise WBA of the Club's Annual General Meeting date to enable a WBA Staff member, Board member, and/or other representative to attend.
- provide a copy of the Club's Meeting Minutes and Financial Report to WBA within 14 days of the Club's Annual General Meeting.
- advise WBA within 14 days of the Club's Annual General Meeting, the contact details of the Club Officers.
- provide to WBA a copy of the Club's constitution and/or rules and any proposed amendments to it
- inform WBA of any updates, additional or specific information as they change.

## AFFILIATION PROCESS

Step 1: The Club submits a completed 'Affiliation Form' to WBA ([office@waikatobadminton.co.nz](mailto:office@waikatobadminton.co.nz)) for consideration. The WBA Office issues a 'Club Data Template' to the Club for completion.

Step 2: The Club submits a completed 'Club Data Template' containing their member contact details to the WBA Office. The WBA Office verifies the integrity of the information and may invite the Club to a meeting with WBA.

Step 3: If the application meets all requirements, the WBA Office advises in writing that the application is approved and issues an affiliation invoice to the Club.

Step 4: The Club organises payment by bank transfer. Once payment is received, the affiliation is complete and if required, further instructions regarding stadium hire shall also be provided by the WBA Office.

# AFFILIATED CLUB & COMMUNITY GROUP AFFILIATION FORM

## FULL CLUB/COMMUNITY NAME

## CLUB/COMMUNITY OFFICER CONTACT DETAILS

NAME		NAME	
POSITION		POSITION	
EMAIL		EMAIL	
PHONE		PHONE	
ADDRESS		ADDRESS	

## AFFILIATION OPTIONS & COSTS

Peak times are 4pm to 9pm.

- Fixed Club based at Eastlink Badminton Stadium – Annual Fee \$500.00 inc GST**
  - Fixed day, fixed time and fixed # of courts (maximum of 2 Club days/nights per week).
  - Need to book 150 court hours/club night.
  - Stadium hire can be invoiced on a monthly basis at \$18.00 per court/hour during peak.
  - Stadium hire can be invoiced on a monthly basis at \$14.00 per court/hour during off-peak.
  - Stadium hire can be booked up to 12 months in advanced.
  - Stadium hire cancellation subject to WBA approval.
  - Club night(s) / day(s) requested:
  - Club time(s) requested:
  - Number of courts requested:
- Urban Club based at a different venue – Annual Fee \$500.00 inc GST**
  - Stadium hire can be invoiced on a monthly basis at \$25.00 per court/hour during peak.
  - Stadium hire can be invoiced on a monthly basis at \$17.00 per court/hour during off-peak.
  - Club venue:
  - Club night(s) / day(s):
  - Club time(s):
- Rural Club based at a different venue (>50km out of Hamilton) – Annual Fee \$175.00 inc GST**
  - Club venue:
  - Club night(s) / day(s):
  - Club time(s):
- Community Group based at Eastlink Badminton Stadium – Annual Fee \$0.00 inc GST**
  - No maximum amount of bookings per week (please circle preferred option below)
  - Off peak stadium hire can be invoiced on a monthly basis at \$12.00 per court/hour (NOT available Monday-Friday between 4-9pm)

## **COLLECTION, STORAGE AND DISCLOSURE OF PRIVATE INFORMATION**

The purpose of the collection of personal information is for the promotion, functioning and financial accountability of Clubs/Community Groups to WBA. Information annually required by WBA includes:

- Club Membership List as per the Club Data Template provided by WBA
- Annual Financial Report if available

## **CONSEQUENCES OF NOT PROVIDING INFORMATION**

The consequences of not providing information requested is that your Club/Community Group will not meet WBA's constitutional requirements and WBA will not be able to promote your Club/Community Group or provide assistance if required.

## **ACCESS TO INFORMATION**

Information allows Waikato Badminton:

- To maintain and promote key Club contact details
- To provide targeted development discounts to the Club
- To provide participation statistics to funders and stakeholders
- To approve discounted stadium membership requests for eligible Club members
- To approve discounted tournament entries for eligible Club members
- To ensure WBA representative players are engaged or registered with an affiliated Club
- To assist with future program, event and resource planning for the benefit of Clubs, their members, and the community.

Those who may have access to the information provided include:

- WBA General Manager
- WBA Financial Controller
- WBA Community Programs & Events Manager
- WBA Board Members
- Sport Waikato
- Sport New Zealand
- Badminton New Zealand
- Local Councils/Government

Information will not be released to external organisations without the permission of the Club and/or player.

## **STORAGE AND HOLDING OF PERSONAL INFORMATION**

Information provided shall be stored on a secure digital database and be held by WBA for seven years. Clubs, Community Groups and individuals shall have access to their information which may be updated at least annually.

## **COMPLIANCE WITH THE PRIVACY ACT 1993**

WBA will collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. In accordance with the Act personal information collected shall be made available to you for the purpose of making any appropriate corrections to the information to ensure that it is accurate.

## **RESOURCES OR QUESTIONS**

For any questions or further information, please contact the WBA Office ([office@waikatobadminton.co.nz](mailto:office@waikatobadminton.co.nz)) or refer to the WBA website (<http://www.waikatobadminton.co.nz>)

## DECLARATION

We wish to apply for the above Club/Community Group to affiliate to Waikato Badminton Association Incorporated and undertake that the information given is true and correct. We have read and understood the purpose of collection, storage and disclosure of personal information. We consent to the information provided being made available for the purposes of, and to those listed above. Our Club/Community Group also understands that it must operate under the Club/Community Group's own constitution and/or rules, and abide by the constitution and policies of Waikato Badminton Association on the WBA website.

Signed:	Name:	Date:
Signed:	Name:	Date: