

## **Gymnastics Australia**

### **Policy Statement**

#### **National Membership Database – Registration Policy**

##### **1. INTRODUCTION**

As the governing body for Gymnastics within Australia, the Federation 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 Federation'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 affiliation standards that have been adopted across Australia and the Incorporation Act., which requires the Federation to maintain a 'Register of Members'. In addition, this policy ensures the Federation can meet its obligations and commitments required by our partners (Australian Sports Commission) and the Organisations we deal directly with for the provision of services, such as Insurance.

##### **2. DEFINITION**

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

- Manual Registration
- Club Database Program
- 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 three available options to pass an athlete's registration details onto Gymnastics Australia, the following minimum information must be provided, for each athlete, before a registration will be recognised by the Federation:-

- Full Name
- Residential or Personal Mailing address
- Date of Birth
- Gender
- Gymsport
- Level of Achievement within their Gymsport

***It is the responsibility of the affiliate 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 (eg: 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**

Affiliate clubs are required to forward athlete details via their State Association or directly to Gymnastics Australia on a regular basis (eg: within 30 days of the athlete joining the club).

Information can be submitted on the printed registration form produced by the State Association 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 State Association Athlete Registration form.

### **4.2 Club Database Program**

Affiliate clubs are required to send an export of athlete details, on a regular basis, to Gymnastics Australia via computer disk/CD or email.

Gymnastics Australia is responsible for importing the information provided onto the National Database and at this time will check that the minimum information required for athletes is provided however, again it is highlighted that it is the affiliate club's responsibility to ensure all required information is provided so that their athletes are eligible to access membership benefits.

Where a club has been notified that information is missing they will be required to update their records accordingly so that their next export is correct. Should a club fail to update the necessary information after two requests, further exports received may not be accepted. This may make the club's athletes ineligible to access membership benefits, such as the personal accident insurance cover.

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.

### **4.3 Gymnastics Online**

Affiliate clubs are required to enter athlete details directly onto the National Database, on a regular basis.

Gymnastics Australia is responsible for carrying out random audits on the National 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 Database will be suspended until written confirmation is received from the club accepting Gymnastics Australia's Athlete Registration policy, in its entirety. Should subscription to Gymnastics Online be suspended due to non-compliance with this policy no refund, total or partial, will be owed to a 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

#### **Privacy Policy**

In accordance with National Privacy Laws, Gymnastics Australia has a Privacy Policy in place. This policy 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 policy.

#### **Appeals & Grievance Policy**

Should affiliate clubs, or a registered athlete, any time believe that they have been unfairly dealt with they may lodge an appeal in-line with the Federation's Appeals & Grievance Policy. For a copy of this policy please contact Gymnastics Australia.