

POLICY – Club Membership Structure

POLICY AREA	Clubs and Programs
DATE WRITTEN	November 2021
DATE APPROVED BY BOARD	26 November 2021
RESPONSIBLE OFFICER	Sport Officer: Club Development
RELATED DOCUMENTS	ANU Sport Constitution ANU Sport Club Membership Procedure ANU Sport Junior Member and Child Safeguarding Policy
CURRENT VERSION	

1. PURPOSE

ANU Sport Affiliated Clubs are required to self-manage memberships for any individual (ANU Student or otherwise) who wish to join and participate in Club sanctioned activities. The purpose of this policy is to define membership types that Clubs may wish to offer as part of their membership structure and any associated controls that must be in place. This policy should be read in conjunction with the ANU Sport Constitution.

2. SCOPE

This policy is applicable to all ANU Sport Affiliated Clubs to define their membership structure including the types of membership, membership price, and additional requirements in place for ANU Sport memberships and verification. Any variation to membership from this policy must be approved by the ANU Sport Board, via a written application to the Sport Officer: Club Development and Sport Manager. Applications will be approved for a 12-month period only and must be re-applied for annually. Any Affiliate Club operating with memberships that do not meet the requirements of this policy may be subject to disciplinary action, including disaffiliation.

3. POLICY

Definition of a Club Member

A Club member is an individual who actively engages with sport and/ or recreation activities that are provided by an Affiliated Club, on a regular basis and can benefit from the support and benefits that are provided to a Club that is affiliated with ANU Sport (i.e. grants, insurance, club rate facility hire, market day, promotion, etc.). These individuals must be registered on the UniOne platform and be a financial member of ANU Sport to be recognised as an official Club member.

ANU Sport Membership Categories

The ANU Sport Constitution provide three categories of membership:

- Student – an individual who is currently enrolled at The Australian National University and can provide proof of enrolment upon request.

- Associate – an individual who falls into a minimum of one of the six identified criteria for membership, see below:
 - Alumni of the University (The Australian National University)
 - Graduate of a registered higher education provided listed on the Tertiary Education Quality and Standards Agency’s National Register or any successor body recognised by the University
 - Staff of the University
 - Staff of other organisations whose place of employment is at the University campus within the Australian Capital Territory
 - Club coaches; and
 - someone whom (or a class of persons whom) is (or are) not eligible for admission under the Student Membership category but, in the opinion and at the discretion of the Board, would be a suitable Member (or Members) of the Association. This category includes Junior Members.
- Life Member - a person who has rendered distinguished services to the Association and has been so designated by the Association from time to time. *Note: these are ANU Sport Life Members, not Life Members of Clubs.*

All categories of membership must be verified as required by the ANU Sport Constitution. Information on how to verify memberships can be found in the Club Membership Procedures.

Club Membership Categories

It is advised that Clubs limit the number of membership categories that they offer. This is to ensure simplicity in reporting and managing. At a minimum, clubs must offer two categories of membership (that meet the pricing requirements below):

- Student Membership (eligible for ANU Students ONLY); and
- Associate / Non-ANU Student Membership (eligible for all other members).

It is at the discretion of the Club whether to charge a membership fee to ANU Sport Life Members – noting that the Club Affiliation Fee is waived for these members.

Club Membership Prices

It is at the Clubs discretion to manage the prices of Club memberships. The ANU Sport Club Affiliation Fee must be added to the Non-ANU Student membership fee, in accordance with the parameters outlined below. Please see the Club Membership Procedure for additional information on Club Membership price management.

Student Price – Clubs must charge a minimum of \$50.00 for ANU Students. Where there are different types and prices of memberships, the student price must remain \$20.00 cheaper than the next cheapest price, excluding the additional Club Affiliation Fee.

Non-ANU Student Price – Clubs must charge a minimum of \$75.00 for non-ANU Students, and a minimum of \$20.00 more for non-ANU Students than ANU Students, excluding the Club Affiliation Fee. Non-ANU Students must also be charged the Club Affiliation Fee in addition to the Club membership fee (see below).

Club Affiliation Fee – The ANU Sport Club Affiliation Fee (CAF) contributes to the operational support provided to Clubs which includes but not to limited: funding grants, insurance, reduced club facility hire rate, market day, promotion, and ANU Sport administration. This fee must be included in the advertised membership price of Associate Members (i.e. non-Student members). If an Associate Club member does not pay the Club Affiliation Fee, that person is not considered a member of ANU Sport and will not be included in the membership calculations of annual Club Grants.

Upon agreement with ANU Sport, the Club may request to only charge half of the Club Affiliation fee if the member participates in Club activities or joins the Club for up to half the season of events and / or competition; or joins the Club in the last five months of the Clubs membership year.

Trial period for new members

A trial period can be applied in relation to a person who has not been a member of the Club before or has not been a member of that Club for at least 12 months. These members are referred to as temporary members. For clarity, a person is not eligible to be a temporary member if that person has been a member of the Club at any time in the preceding 12 months.

A temporary member may participate in a Club's activities for either a period of up to three weeks, or on three occasions if the period is more than three weeks, before a participant must become a financial member by paying the Club membership fee and if they are an Associate member, by also paying the Club Affiliation Fee. Please see the Club Membership Procedure for further requirements to ensure temporary members are covered by ANU Sport insurance.

Club Membership Reporting

Clubs are required to report their members to ANU Sport using the UniOne online portal. However, it is at the Clubs discretion whether to manage all membership purchases through this portal or whether they would prefer to manage payments through a separate system. It is advised that Clubs set-up memberships that allow individual members to 'purchase' (including non-fee membership) through UniOne, rather than rely on the Club Executive to manually enter this data.

Membership Duration

Clubs must decide whether they will have a fixed or rolling membership.

Fixed Membership starts and stops at the date specified regardless of when the members join. It is advised that the date range for fixed memberships is either 1 January – 31 December OR 1 July – 30 June (following year).

Rolling membership starts on the date the member joins and continues for 12 months.

Upon request in writing to the Sport Officer: Club Development, 6-month memberships that align with academic semesters (i.e. 1 January – 30 June and 1 July – 31 December) may be considered.

Junior Members

Please refer to ANU Sport Junior Membership and Child Safeguarding Policy for additional information regarding the requirements should a Club wish to accept junior members into their membership.

If a Club is approved to accept junior members, it is advised that they have a separate Junior Membership category (charged at the same rate as an Associate Member or continues to meet the requirements of a price difference between Student and Associate Members) to ensure all Junior Membership requirements can be managed appropriately.

Minimum membership numbers

Affiliated Clubs must sell a minimum of twenty (20) twelve (12) month memberships in a calendar year to maintain affiliation with ANU Sport. Where a Club does not have twenty financial members, the Clubs will be notified by ANU Sport that they are no longer meeting the affiliation requirements and will be required to discuss next steps with ANU Sport for remedy the situation.

4. POLICY HISTORY

VERSION	DATE	AUTHOR	UPDATE NOTES
1	18/11/2021	K. McCaskie	Taken from historical Affiliation Agreement