**Affiliation Questionnaire 2023**

**Fencing Victoria Constitution (2015) excerpt:**

10.8. An “**Affiliated Club**” is a body that:

(a) is based in Victoria;

(b) is actively involved in the sport of fencing;

(c) consists of at least 6 members;

(d) is a properly constituted company, corporation or other body (whether or not the body is incorporated);

(e) has a constitution or other governing document in a form acceptable to the Committee; and

(f) satisfies all statutory and regulatory requirements, and all obligations of its constitution or other governing document.

 **Basic Affiliation Requirements**

* Under Rule 10.8(d)(e), you are required to have a constitution or governing document that is acceptable to the Committee. Please attach a copy of this to your submission

***Copy of constitution / governing document (attached)*** 

* Under Rule 10.8(f), you are required to have satisfied all statutory and regulatory requirements. This includes (but is not limited to) such items that may be relevant – GST and other tax returns, business name registration, etc.
* Lodge an Annual Return.

***2021 Annual Return lodged*** 

***2022 Annual Return lodged*** 

***Auditor appointed if required*** 

**If no Tax Return was lodged – Please State, Why**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Maintain adequate and accurate accounting records (which by necessity means complete and accurate membership records).

 ***Accurate membership records maintained (please advise platform used)*** 

Platform Used - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For all the above items have Requirements been met:**

***All statutory and regulatory requirements satisfied -* Yes or No (Please Circle)**

* Under Rule 10.8(f), you are required to have satisfied all obligations of your Constitution or other Governing Document.

***All constitution / governing document obligations satisfied*** 

**Council Delegates:**

* Under Rule 72.1, you can nominate up to two delegates to the Fencing Victoria Advisory Council. This person must be
1. a member of the Affiliated club;

and

1. an Individual member of the Association.

***Names of proposed Council delegates to Fencing Victoria***

1. …………………………..……………… Email: …………………………………………………..

2.……………………………..……………. Email: …………………………………………………..

***Council delegates advised to Fencing Victoria*** 

***Working with Children Act 2005 and its Amendments***

* Does the club comply with "The Working with Children Act 2005 and it's Amendments”, which came into effect on the 1st of August 2017***-* Yes or No (Please Circle)**

***All Clubs must comply with this Act and its amendment to be Affiliated with Fencing Victoria***

A List of all adults over the age of 18 occupying positions where they have **oral, written or electronic communication with children, as well as face-to-face, or physical contact, with children** must be provided to Fencing Victoria on the attached form, along with their current Working With Children Check Number. This includes all Coaches, Volunteers and Board Members.

If a person is not on the provided list at the time of submission, they are not permitted to work with your Club, until their current WWCC number details has been provided to Fencing Victoria.

* In order to identify how to deal with affiliation requests from your members, we need to know whether you include any affiliation fees within your standard membership fees for forwarding to Fencing Victoria.

***We collect FV Club/School Affiliations and will enter these online*** 

**OR**

***We do not collect FV Club/School Affiliations*** 

* The AFF has a National Insurance Scheme for fencing activities.

***We elect to participate in the AFF’s National Insurance Scheme*** 

**OR**

***Copy of our own insurance policy Certificate of Currency (attached)*** 

Please provide letter from insurance company stating that all fencing activities (including use of weapons) are comprehensively included in the policy.

**All clubs need to have a nominated First Aid certificate holder for their club. Qualifications must be current for 2023 (or be updated by 1st January 2023)**

**Name of First Aid Certificate holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All clubs must have a Member, who has done the online section of the Member Protection Course and Child Safety Standards Course** (Link to these course - <https://www.playbytherules.net.au/online-courses>)

**Member Protection Information Officer (MPIO)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please fill out details below**

**Working With Children Check List – for Coaches, Volunteers and Board Members**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position in Club | WWCC Number | Expiry Date |
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**CLUB PRESIDENT’S NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLUB PRESIDENT’S SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_

Forward completed questionnaire, to generalmanager@fencingvictoria.org

or by mail it to:

Fencing Victoria Inc.

Attention - General Manager

PO Box 958
North Melbourne
VICTORIA 3051

**FV USE ONLY**

Received Date:

Information verified: (please circle) YES/NO

Request more information: (please circle) YES/NO

If yes, which information has been sought?

Approved by (Print Name):

Date:

Signed (for and on behalf of Fencing Victoria):