

### **Affiliation Process for a New Club**

Athletics Victoria (AV) fosters the growth and development of athletic clubs in Victoria. This document outlines the step-by-step process for the affiliation of a new Club. This process has been developed to ensure new Clubs meet the needs of the community, satisfy the three pillars; Administrators, Coaches and Officials/Volunteers and put in place the appropriate planning to ensure inclusion and sustainability.

The affiliation process may take from three to six months and involves the submission of documents; assessment of documents by AV; and a meeting of the proposed Club, local council and affiliated AV Clubs in the area. Once this process has been appropriately completed a decision will be made based on the evidence provided.

#### **Step 1**

Proposers of the potential new club are required to submit a detailed strategic plan to AV addressing the criteria listed below.

Administration	<ul style="list-style-type: none"> <li>Proposed administrative structure including break down of the various roles and names of people who will be office bearers</li> <li>Provision of Working with Children checks, or similar for each office bearer</li> <li>Proposed strategy to ensure financial stability</li> </ul>
Membership	<ul style="list-style-type: none"> <li>Proposed membership demographics (age ranges, geographic location etc.) including a detailed analysis of proposed projections</li> <li>Details of proposed membership fees including justification of fees</li> <li>Anticipated number of transfers from existing Clubs in the area (AV will allow no more than 25% of your inaugural years membership to be from transfers)</li> <li>Detailed plans for recruitment and retention of members for the next 3 years</li> <li>Demonstrated inclusion policy</li> </ul>
Coaching	<ul style="list-style-type: none"> <li>Details of proposed coaching structure including names and current accreditation level as well as names of coaches to be engaged, their current qualifications or planned future courses</li> <li>AV will require 3 AA registered coaches in a diverse range of disciplines prior to affiliation</li> <li>Details of organised training sessions conducted by the Club</li> <li>Plans for the recruitment and training of additional coaches for the next 3 years</li> </ul>

Officials/ Volunteers	<ul style="list-style-type: none"> <li>• Current number of registered officials active at Athletics Victoria or LAVic events</li> <li>• AV will require at least 4 persons to be trained via the AV Officials course prior to affiliation. Provide names of persons to undertake this course</li> <li>• Recruitment and retention plans for additional Officials for the next 3 years</li> <li>• Current number of Club volunteers who have assisted in the conduct of AV Shield competition over the past two seasons</li> <li>• Proposed strategy to engage and retain Club helpers</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• List the current facilities and equipment available to Club members for the purposes of training</li> <li>• Detail plans for the upgrade, acquisition or expansion of facilities and equipment for the next 3 years</li> <li>• Outline the relationship with key stakeholders in the facilities your Club utilises i.e. Local Government, Schools, Little Athletics Centers or Committees of Management and the role the proposed Club would play in facility management</li> <li>• In the event the proposed Club has no facilities and/or equipment, details of interim facility/equipment usage</li> </ul>
Competition	<ul style="list-style-type: none"> <li>• Proposed AV Shield involvement including projections for team numbers across age groups and genders for the next 3 years</li> <li>• Proposed involvement in Athletics Victoria's XCR series of road and cross country events</li> <li>• Details of other competitions Club members would be likely to participate in</li> </ul>
Little Athletics & Schools	<ul style="list-style-type: none"> <li>• Details of existing Little Athletics and/or Schools links and plans to either establish new or strengthen existing links</li> <li>• Proposed strategy to engage with Little Athletics and schools</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Proposed strategy to engage with the community</li> </ul>

Additional elements to the strategic plan that are not mandatory but would obviously add to the document's credibility include:

- A marketing and promotions strategy
- Any other planned initiatives to broaden the Club's membership base

**Step 2**

AV will assess the documents submitted and either ask for additional information should they feel further planning or explanation is required or proceed to Step 3.

**Step 3**

Following the satisfactory completion of Steps 1 and 2, AV will call a meeting to discuss the submission with the proposed Club and key stake holders. This may include local council, Little Athletics Centres and other affiliated AV Clubs in the area. This forum is to gauge the general support for a new club in the area.

*Disclaimer: Athletics Victoria reserves the right to change or alter this process as any time without notice. The timeframe mentioned in this document is to be used as a guide only. Completion of this process does not guarantee affiliation with Athletics Victoria. Affiliation will be considered on a case by case basis.*