

## **SCHEDULE E**

### **CLUB ESTABLISHMENT/RELOCATION GUIDELINES, COACH TRANSFERS AND ADVERTISING**

**Guidelines for the commencement of a new club (competitive or recreational) or the relocation of an existing club (all or part competitive or recreational).**

The Australian Sports Commission is encouraging National and State Sporting Associations (SSA) to implement processes and procedures which will provide their affiliate clubs and organisations with administrative models to assist in good governance.

Calisthenics Victoria Inc. (CVI) as an SSA requires persons interested in forming a new club, or relocating all or part of an existing club, to provide the following information so that a business proposal for either of the above can be assessed in meeting good governance practices.

CVI has a Duty of Care to assist and educate clubs in reviewing their business plans to maximise the potential for success in their club and for calisthenics as a sport.

#### **Management and Structure of the Club:**

- Name, address and contact telephone numbers and email addresses of authorised persons involved in the management of the club.
- Names and contact details of all coaches (existing and proposed) who will be involved in the coaching of participants at the club.

#### **Management Structure (existing or proposed):**

- Principal Controlled or Committee Managed:
  - (a) Unincorporated
  - (b) Incorporated – constitution
  - (c) Managerial support to provide good governance; Compliance with Federal and State laws and statute
  - (d) Previous experience of administrators

#### **Sections and Recruitment:**

- Provide the sections in which the club anticipates it will have participants (i.e. Tinies, Sub Juniors, Juniors, Intermediates, Seniors and Masters).
- Marketing initiatives to be undertaken to gain participants
- Possible transfers from other calisthenic clubs.

#### **Finance:**

- Provide information that will indicate to CVI that the administration of the club clearly understands the financial management skills to run an organisation such as a calisthenic club.

### **Location/Relocation:**

Provide the address of the principal venue\* of the club and any other practice venues. \* Principal venue is defined as the venue of highest hourly use by teams of a club.

It is optimal for clubs to be located 5 kilometres from the principal venue of another club as travelled in either direction. Variations to this guideline may occur in circumstances such as:

- The purchase of a venue or a long term lease (e.g. 5 years x 5 years at least)
- Areas of high population density
- There is no alternative venue
- Venue hire cost increases that are excessive in relation to the financial base of the club necessitating a move to less costly premises.

CVI is willing to provide information on the area/location of your preference.

### **Coaching Transfers**

Any coach leaving an existing club of their own decision to coach at another club (but not establish that club) which is within 5 kilometres, (by the shortest trafficable route), of the former club, must first gain permission in writing, from the former club.

Any coach leaving an existing club to coach at another club (but not establish that club) which is outside the 5 kilometres may coach without the permission of the former club.

Proceeding to transfer to another club without first obtaining the relevant permission will result in repercussions from the VCCA. This applies to any registered coach/cadet.

Any new class/club that is formed by a principal, co-principal or coach of an existing club/college is to be 15 kilometres, (by the shortest trafficable route), from the former club, unless written permission is granted by the principal coach/Committee of Management of the former club. A breach of the above rule will result in VCCA de-registration for one (1) year.

### **Advertising**

There are no restrictions on advertising. Previous limitations to advertising may have meant reduced exposure of the sport of calisthenics; Removal of restrictions should be seen by clubs as a way to promote the sport of calisthenics more broadly for the benefit of ALL clubs.