

POLICY: STATE REGISTER AND DATABASE MANAGEMENT

Policy No	33	Issue	1
Date of Board Approval	June 2020	Scheduled review date	June 2021

Purpose

The purpose of this policy is to govern the State register of members and database management by Member Organisations (Clubs) in South Australia.

Policy

1. The Association is the sole authority for ensuring a state register of Registered Participants and Affiliates is kept and maintained, in which shall be entered of such information, as is required under the Associations Incorporation Act.
2. Each Club shall maintain in a form and with such details acceptable to the Association, a member register of Affiliates and Registered Participants of that Club.
3. Each Club shall provide a copy of their register at a time and in a form acceptable to the Association.
4. Each Club shall provide prompt and regular updates of their member register to the Association upon request.
5. The use of registers shall be governed by separate contracts between the Association and Clubs.
6. Access to database such as Revolutionise Sport or similar:
 - Each Club is allowed only four people with full Administration access and these people must:
 1. Have a current Working with Children Check.
 2. Provide proof of having undertaken the Play By The Rules courses:
 - Child Protection
 - Harassment & Discrimination.
 - Clubs are able to have other users access the back end of the database (ie race entry, shop, events) with no limitations placed on them
 - Strict confidentiality and privacy is to be observed by anyone with access.
 - Each Club must keep the Association informed (in writing) when any of these position holders change, especially after AGMs.
7. Inspection of State register

A Registered participant does not have the automatic right to inspect the State register.

8. Modification of State register
 - A Registered participant does not have the right to alter the State register of Revolutionise Sport or similar
 - Alteration may only be carried out by authorised Association Board members or their delegates
 - Delegates of the Association may only be authorised in writing
 - Penalties including expulsion may apply for unauthorised access or modification to the State register