

## POLICY: STATE REGISTER AND DATABASE MANAGEMENT

<b>Policy No</b>	33			<b>Issue</b>	2
<b>Board Approval</b>	June 2022	<b>Review cycle</b>	3-yearly	<b>Next review</b>	June 2025

### Purpose

The purpose of this policy is to govern the State Register of members and database management by DBSA and Member Clubs in South Australia. RevSport is the current platform used by DBSA for the State Register.

### Policy

1. The Association is the sole authority for ensuring a state register of Member Clubs, Registered Participants, Officials and Volunteers is kept and maintained, in which shall be entered of such information, as is required under the *Associations Incorporation Act SA 1985*.
2. Each Member Club shall maintain in a form and with such details acceptable to the Association their own membership details within the state register.
3. Each Member Club shall provide a copy of their register at a time and in a form acceptable to the Association.
4. Each Member Club shall provide prompt and regular updates of their member register to the Association upon request.
5. Access to database such as RevSport or similar:
  - Each Member 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 & Safeguarding
      - 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 in line with the legislations and regulations.
  - Each Member Club must keep the Association informed (in writing) when any of these position holders change, especially after their Club AGM.
6. Inspection of State Register
  - A Registered Participant does not have the automatic right to inspect the State Register.
7. Modification of State Register
  - A Registered participant does not have the right to alter the State register.
  - 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.