

POLICY: STATE REGISTER AND DATABASE MANAGEMENT

Policy No	33			Issue	3
Board Approval	June 2025	Review cycle	3-yearly	Next review	June 2028

Purpose

The purpose of this policy is to govern the State Register of members and database management by DBSA and Member Organisations 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 Organisations, 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*.

Practice

Every member of every Member Organisation must be registered through RevSport. This includes:

- Paddlers
 - Officials
 - Volunteers
 - Come & Try paddlers
 - Corporate paddlers
 - Schools
2. Access to database such as RevSport or similar:
 - Each Member Organisation 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
 - Member Organisations 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.
 - When any of these position holders change each Member Organisation must keep the Association informed by updating their RevSport records.
 3. Inspection of State Register
 - A Registered Participant does not have the automatic right to inspect the State Register.
 4. Modification of State Register
 - A Registered participant may only update their own records.
 - Alteration may only be carried out by authorised Association Board members or their delegates.
 - Delegates of the Association may only be authorised in writing.