

AFFILIATION CHECKLIST 2018/2019

Section 1 – Fee Template / Centre Profile

In order to receive your link to Affiliate please follow the instructions below, this document is best viewed on your PC so you can open documents which are identified in bold text (underlined).

Step 1 – Centre Profile

Please login (with your Centre login) via:

https://memberdesq.sportstg.com/index.cfm?fuseaction=display_login&OrgID=3662

Update your Centre Admin profile including the below items – items listed in red **please leave as they are**, items in black should only be altered if required.

Items listed with an asterisk () are a required field.*

- **First Name / Last Name (DON'T CHANGE)**
- Address* (this is the Centre postal address for mail)
- Phone – at minimum 1 contact (this is the contact for the Secretary) *
- **Email (DON'T CHANGE)**
- Access Login (Password only can be changed)
- Secretary Name*
- Normal comp days*
- Distance of Track*
- Comp Venue, Name and Address (this is the location of your track) *
- **Centre Website (DON'T CHANGE)**
- Incorporation Number (only complete if blank) *
- 1st Rego/Info Day*
- 2nd Rego/Info Day
- Summer Comp Start Date*
- Summer Comp End Date
- Track Surface*
- Disabled Access at Centre*
- On Track (Yes/No)*
- **Mailing List (DON'T CHANGE)**

Step 2 – Fee Template

Complete and submit your registration fee type template **before August 4th**

1. Centres (where Clubs have the same fee value - if applicable) or
2. Centres with Clubs (where clubs have a different value at each Club)

All Centres are required to complete one of the fee templates above, the first option (purple) will apply to 95% of all Centres, if you need clarification on which to use please contact the office.

Once the above has been completed, a link to complete Section 2 (will be sent to your Centre email address)

Section 2 – Online Affiliation & Affiliation payment

Step 3

Centres will be required to have the following items on hand prior to completing the online affiliation - items listed with * are required fields and must to be completed.

Bank Account Details:

Bank Account name, BSS & Account *

Centre Executive:

Name, Contact & email for President, Secretary, Treasurer & Registrar *

(Please be reminded these should be held by 4 separate people)

Certificate of Currency:

Counterparty Name* eg: council, school etc

Standard Events Agreement:

Additional Centre Information:

Centre Open Day? Date if applicable

Cross Country 2019? (conducting or part of combined group)

AGM date (end of season 2018/2019)

As part of the online affiliation you will be required to agree to have read [Regulation 6 and Regulation 7](#). These are available to view on the LAVic Website. Once the online affiliation has been completed an invoice will be sent to your Centre email.

Step 4

Make payment of your Affiliation

Payment can be made once your invoice has been received & the online affiliation has been completed.

Section 3 – Affiliation Documents

The below documents are required electronically to the LAVic office
office@lavic.com.au

AGM minutes (from 2017/2018 season)

2016/2017 Financials (if not included in the AGM Minutes)

Financial Compliance & Wellbeing Declaration 2017/2018

Financial Audit or report 17/18

Equipment Register 2018/2019*

Registrations will be available online from August 20th provided **all** items in **Section 1,2 and 3** have been completed.