



SPORTS CLUB AFFILIATION APPLICATION

(Do not use for affiliation renewal)

SAFA-PAE-001
Ver-20200827
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SPORTS CLUB AFFILIATION APPLICATION INSTRUCTIONS

- 1) Affiliation applications are submitted in accordance with SAFA Policy on Affiliated Entities.
- 2) An application processing fee of \$100 is to be submitted with the application.
- 3) Affiliation applications may be submitted via email or electronic means.
- 4) When completing an application for affiliation, all fields must be completed. Please note the following;
 - **Address:** A PO Box or similar is preferred.
 - **Contact Email:** An email for the club, e.g. President@flyingclub, rather than a personal email.
 - **Organisation Registration Number:** This is the clubs Australian Business Number, or other registration number confirming the club is an entity recognised under a Commonwealth or State law.
 - **Regional Association:** The territory of the Regional Association in which the club is formed. If you are unsure, contact SAFA office for advice.
 - **Club Officer Bearers:** Contact emails may be club generic, e.g. Secretary@flyingclub, or personal emails. Phone numbers, either home or mobile should be the contact number of the office holder.
- 5) Required attachments;
 - a/. Copy of club rules &/or constitution
 - b/. Copy of purpose and/or objects of the club (if not provided in club rules &/or constitution)
 - c/. Copy of registration acceptance confirming the club is an entity recognised under a Commonwealth or State law.
 - d/. A list of club member names with corresponding SAFA membership numbers.
 - e/. Separate application forms for Safety personnel; Safety Officers, Senior Safety Officers, AIRS managers.
 - f/. Copy of the clubs 'Club Plan' which, at minimum, is to include;
 - i/. Plan to achieve objects of the club
 - ii/. Applications for Site Appraisal and Registration, if applicable (Form FAC-09)
 - iii/. Proposed communication/engagement method with the Regional Association
 - iv/. Proposed communication/engagement method with other regional clubs