



Gymnastics  
Australia

## Club Affiliation: Club Name Policy

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## REVIEW HISTORY TABLE

Revised on	Version	Date Endorsed	Approved by	Content reviewed/Purpose
21 October 2020	1		CEO, Kitty Chiller AM	Refreshed for 2020.

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## INTRODUCTION

Gymnastics Australia maintains National Club Affiliation Standards that have been adopted across Australia. These standards ensure that each club seeking affiliation with Gymnastics Australia and Association Members meets minimum benchmarks regarding safety and their operational structure prior to membership being accepted.

This policy has been written to ensure that all clubs seeking affiliation, or current clubs wishing to change their recognised name, can clearly understand Gymnastics Australia's position regarding Club names.

## DEFINITION

The Gymnastics Australia Club Affiliation Manual and Affiliation Form refer to three names for an affiliated gymnastics club:

- Legal Name – In most cases, this name will be as it appears on official documentation for legal status (certification). It is a legal requirement to use the recognised name of the organisation unless a trading name has been established and registered. For example, incorporated organisations must use the word “Incorporated” or “Inc.” after the organisation’s name, regardless of where, when or why the name is being used. (Note: The Club’s Legal Name will be used by the Association Member and Gymnastics Australia for the Certificate of Insurance and other official documentation where applicable.)
- Trading Name – A trading name is a name or title under which a legal entity trades. For example: XYZ Gymnastics Club Inc. trading as Gymnastics XYZ. If you are a Sole Trader, a Partnership or a Trust, you must register your business name.
- Club Name – The name for a club seeking affiliation, and/or affiliated, to an Association Member is the name recognised through the formal process the club has undergone to become incorporation or a registered business. It is this name that must be identified and detailed on the Club Affiliation Form and will be the name that is recognised within all gymnastics documentation and communications, competitions, insurance and systems including the national membership database, learning management system, and ‘club finder’.

The Policy refers specifically to the Club Name only.

***Note: Where Public Liability Insurance is taken up by an affiliated club, the accepted legal and /or trading names detailed on the Affiliation Form will also be the name(s) in which the Insurance ‘Certificate of Currency’ is issued.***

## PRINCIPLES

This policy:

- **Provides protection to both National and State bodies and existing affiliated clubs within Gymnastics' membership.**

This policy ensures that new organisations joining gymnastics' membership or existing organisations changing names are not accepted with names that:

- Are already utilised by a member club in Australia; or
- Are in conflict with any other current affiliated member club; or
- Are or may be in conflict with Gymnastics Australia and/or Association Members.

- **Encourages a harmonious and valuable membership through protecting and recognising the rights of clubs based on their affiliation with Gymnastics Australia and its Association Members**

This policy ensures that a name accepted through affiliation and entered on the national membership database, remains unique to the member club who holds the name. This name must be recognised under the required incorporation and/or business statutory registration processes in the relevant Federal or State/Territory jurisdiction.

- **Ensures transparency in relation to acceptable Club Names and the process for applying to GA for approval.**

This policy ensures all organisations seeking membership with Gymnastics Australia and its Association Members are aware of the affiliation requirements regarding names, and the purpose behind this policy.

- **Does not restrict, or endeavour to restrict, the right of trade of any organisation, particularly if the organisation wishes to trade outside of Gymnastics club affiliation scheme.**

This policy is designed to avoid conflict and confusion regarding names only, within Gymnastics' membership. It is in-line with Association Members' Constitutions and supports the meeting of minimum standards prior to affiliation being accepted. This policy only applies to clubs seeking affiliation, or who are currently affiliated with their Association Member and wish to change their name.

This policy does not restrict trade of organisations who wish to operate outside of Gymnastics Australia's membership scheme.

## OPERATING FRAMEWORK

As per national affiliation conditions, any Incorporated Club, Registered Business or School within Australia, which conducts, promotes or is associated with any gymsport as part of, or all of its business, may apply for affiliation with the relevant Association Member.

Affiliation will only be accepted by Association Members and is based upon meeting National Affiliation Standards (including this Club Affiliation Name Policy) and abiding by the Association Member's Constitution, By-Laws and adopted policies and GA's Constitution, By-Laws and adopted policies.

Before affiliating any new Clubs or changing names of existing Clubs, the Association Member must obtain approval from Gymnastics Australia by making a written submission to [membership@gymnastics.org.au](mailto:membership@gymnastics.org.au).

Gymnastics Australia must provide a response within 10 business days of receiving an application.

Gymnastics Australia may reject an affiliation application where it is believed that the name proposed by the club is in conflict, or can be construed to be in conflict with Association Members, Gymnastics Australia and/or existing member clubs. Examples of this MAY include:

- Using, either in full, short versions, abbreviated or other variations of, words that implicate a national or state relationship, including, but not limited to, 'Queensland', 'Australia', 'State' and/or 'National' as part of the club's name;
- Using, either in full or variations of, words that can be construed to sound as if it is a peak gymnastics body through inclusion of such words as 'High Performance Centre' and/or 'Centre of Excellence';
- Using words and/or combinations of words, that are already formally recognised through other club memberships in Australia either in full or part thereof.
- Using words and/or combinations of words, that are included (either in full or part thereof) in club names that are pending approval with GA.
- Any language which could potentially be construed as offensive or is inconsistent with Gymnastics Australia's values.

## SPECIAL CONDITIONS

### Prior Affiliation Exclusion from Policy

Any club who has been affiliated with a State Association and in so being has been listed on the National Gymnastics Database, prior to 31 December 2019 with a name that would be considered to breach the above policy will be permitted to maintain their name and affiliation with the State Association, due to their membership being previously accepted unless the name is offensive or inconsistent with Gymnastics Australia's values.

### Privacy Policy

Gymnastics Australia's Privacy Policy regulates the collection, use, disclosure, access and protection of personal information in accordance with the Privacy Act. Gymnastics Australia will only disclose information in accordance with this policy.

### Legal Names and/or Trading Names which Do Not Follow this Policy

If a Club has incorporated or registered a Legal Name or a Trading Name which does not align with this Policy, Gymnastics Australia and/or the Club's Association Member can refuse the Club's affiliation until this business name has been remediated.

## CHANGES TO THE POLICY

Changes to this policy will be submitted by GA management and/or Association Members' CEOs/EDs, for review and approval by the GA CEO. Once a change has been approved, the policy will be updated in the official GA policy register, published on Gymnastics Australia's website and circulated to GA Board and Association Members.

## GA INTERNAL PROCESS:

This process has up to 10 business days to be completed upon receiving email in step 1.

1. Club Name application from State Association received at [membership@gymnastics.org.au](mailto:membership@gymnastics.org.au)
2. GA staff member to go to [Staff Site](#)> Find Contacts> Find Clubs
3. Use Organization Contains field to search for key words from Club Name application
4. Assess if the Club Name is:
  - a. Using, either in full, short versions, abbreviated or other variations of, words that implicate a national or state relationship, including, but not limited to, 'Queensland', 'Australia', 'State' and/or 'National' as part of the club's name;
  - b. Using, either in full or variations of, words that can be construed to sound as if it is a peak gymnastics body through inclusion of such words as 'High Performance Centre' and/or 'Centre of Excellence';
  - c. Using words and/or combination of words, that are already formally recognised through other club memberships in Australia either in full or part thereof.
  - d. Using words and/or combinations of words, that are included (either in full or part thereof) in club names that are pending approval with GA.
  - e. Any language which could potentially be construed as offensive or is inconsistent with Gymnastics Australia's values.
5. Following the Club Name assessment in point 4, take the following actions:
  - a. If yes or maybe was answered to any of the questions in the assessment, then escalate to General Manager of Member Services for their approval.
  - b. If no to all of the questions in the assessment, then approve the club name request to the State Association member.