08 9527 9621

Mike Barnett Sports Complex

Club Affiliation Application Form

Rockingham Basketball & Recreation Association (RBRA)

For new affiliation and annual renewal. Complete all applicable fields and attach the required supporting documents. Affiliation is subject to written approval by RBRA.

1. Application details

☐ New club affiliation ☐ Annual renewal

Full club name _____

Club postal address _____

Club email / phone _____

Website / social media (optional) _____

2. Club leadership and contacts

Provide the committee / leadership structure. Additional officers may be listed in an attachment.

Club President / Chair

Name _____

Email and phone _____

Secretary / primary RBRA contact

Name _____

Email and phone _____

Treasurer / finance contact

Name _____

Email and phone _____

☐ Committee / leadership list attached (if not fully covered above)

3. Club operations and teams

Number of teams entered / proposed _____

Age groups / divisions / gender _____

Competition(s) / season(s) _____

Approx. number of members _____

New clubs must have at least four teams to become an affiliated club under the RBRA Club Affiliation Process.

4. Supporting documentation checklist

Attach current copies of the following. RBRA may request updates or amendments before approving affiliation.

☐ Full club fee structure, including all fees charged to players and members

☐ Club Code of Conduct

☐ Complaints / Grievance Policy

☐ Member Protection Policy and / or Child Safeguarding Policy

☐ Refund Policy and Financial Policy / procedures

☐ Committee / leadership structure (if not included in Section 2)

Clubs may use their own policies or adopt applicable RBRA / Basketball Australia policies. Contact RBRA if templates are required.

5. Child safeguarding and WWC declaration

☐ The club has adopted and implements a child safeguarding policy consistent with Basketball Australia requirements.

☐ The club verifies WWC Check requirements for coaches, including fill-in coaches, and other relevant personnel in accordance with applicable requirements.

☐ The club maintains a current WWC register and can provide records to RBRA upon request.

☐ The club implements appropriate recruitment, screening, supervision, professional boundaries, online communication, image-use and reporting practices.

☐ Relevant club personnel receive appropriate child safeguarding education and training.

6. Competition and communication obligations

☐ Each team will have a designated Team Organiser to receive RBRA communications, share game information and raise routine queries via admin@rockinghamflames.com.au.

☐ The club will support and enforce RBRA rules, bylaws, codes of conduct, Zero Tolerance and member protection requirements.

☐ The club will follow the standard complaints escalation pathway, recognising that serious safeguarding, integrity or criminal matters may be reported directly to appropriate authorities.

☐ The club will provide at least one competent scorebench person per age group for semi-finals and finals when required by the RBRA policy.

☐ The club will submit updated fees and policies annually or when they change, and advise RBRA of significant club changes.

7. Declaration and agreement

On behalf of the club, I confirm that the information provided is accurate and that I am authorised to make this application. The club has read and agrees to comply with the RBRA Club Affiliation Process, Requirements & Terms & Conditions and Club Affiliation & Compliance Policy, together with applicable RBRA and Basketball WA requirements. The club acknowledges RBRA's governance of its competitions, compliance review and disciplinary powers, and accepts responsibility for its teams, officials and members.

Authorised representative _____

Position / title _____

Signature _____

Date _____

8. RBRA use only

Date received _____

☐ Documentation complete ☐ Further information requested

☐ Approved ☐ Declined ☐ Pending further review

Reviewed / approved by _____

Decision date _____

Conditions / notes _____

Submission: admin@rockinghamflames.com.au | Enquiries: 08 9527 9621