



# Membership Policy

## Aim

The aim of this policy is to outline requirements of membership classes for AUSC.

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## 1 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

## 2 Application

This policy applies to all potential and current members of AUSC.

## 3 Requirements

A current AUSC membership and current AU Sport membership are required for any person to partake in an AUSC activity. This includes hire or use of club equipment, boarding the club boats, and participating in AUSC swimming pool activities like refreshers, underwater hockey, or underwater rugby.

Subject to the above, there is no requirement for a person to be a member of the club or AU Sport for the purposes of accompanying club members on club activities. Non-members of the club may participate in dive-related activities (diving, free-diving, snorkelling etc.) during club activities; however, they are to be advised that they do so at their own risk and the club, AU Sport and Adelaide University accept no liability in respect of them and arising from the activity.

Club equipment, air fills and boats may not be used by anyone who does not hold a current AU Sport membership, noting that enrolled Adelaide University students are members of AU Sport by virtue of their enrolment.

### 3.1 AU Sport membership

AU Sport memberships are governed by the constitution, policies and procedures of AU Sport. It is noted that the AU Sport delegates to AUSC the responsibility for maintaining contact and other details in respect of AU Sport members.

AUSC non-student members are to pay their AU Sport membership fees at the online *The Blacks* store, and send proof of payment (preferably the AU Sport issued electronic receipt) to the club membership officer. This policy may only be varied and payment of AU Sport membership fees accepted at the club where not to accept such payments would prevent a member participating in a club-sponsored, dive-related activity.

Website reference:

<http://www.theblacks.com.au/>

It is noted that an enrolled Adelaide University student ceases to be such:

- Upon termination of their enrolment; or
- Upon expiry of their Student Services and Amenities Fee for the final semester of the university program in which they were enrolled.

It is noted that enrolled Adelaide University students are members of AU Sport by virtue of their enrolment and enjoy insurance cover under the AU Sport injury policy. This insurance cover ceases at 4:00 pm on the last day of their enrolment in the university program in which they were enrolled, unless AU Sport membership (presumably Associate or University membership) is purchased prior to that time.

Student Services and Amenities Fees expire and the enrolments of final semester students cease:

- Semester 1 - midnight on 31 July; and
- Semester 2 - midnight on 31 December.

Regarding University College London (UCL) students, although they share membership with Adelaide University Union (AUU), AU Sport is a separate body from AUU. Consequently, UCL students will need to pay the AU Sport fee.

### 3.2 AUSC membership

All club memberships purchased during the period 1 March to 31 December inclusive shall expire on the last day of the following February.

All club memberships purchased during the period 1 January to the last day of February inclusive shall expire on the last day of the February of the following year.

If a new member joins in December and does not use club gear (including boats and air fills) during that month, then the committee may approve the membership to be treated as if it were purchased in January.

### 3.3 Pricing

Pricing as of 11/2015 is shown in Table 3-1.

Table 3-1 AU Sport and AUSC pricing

Membership Class	AU Sport * (\$)	AUSC ** (\$)
Student – UA	-	20.00
Student – Non-UA	88.00	20.00
University	88.00	20.00
Associate	88.00	20.00
Social	22.00	20.00
Juniors ( < 18 years)	22.00	20.00

\* AU Sport membership is valid for one (1) year from the date of purchase.

\*\* AUSC membership expires on 1 March each year.

### 3.4 Come and try option

AUSC recognises the flexibility for people to try club activities, whether it be snorkelling, scuba come and try sessions, or underwater hockey / rugby training activities. As a consequence, come and try pricing is to be applied as per Table 3-2.

Table 3-2 AU Sport and AUSC come and try pricing

	Membership Class	AU Sport * (\$)	AUSC ** (\$)
Initial, single day event	Student – UA	-	5.00
	Student – Non-UA	11.00	5.00
	University	11.00	5.00
	Associate	11.00	5.00
	Social		
	Juniors ( < 18 years)	11.00	5.00
Second, single day event / Multi-day event	Student – UA	-	5 (cum 10)
	Student – Non-UA	11 (cum 22)	5 (cum 10)
	University	11 (cum 22)	5 (cum 10)
	Associate	11 (cum 22)	5 (cum 10)

	<b>Membership Class</b>	<b>AU Sport *</b> ( <b>\$</b> )	<b>AUSC **</b> ( <b>\$</b> )
	Social		
	Juniors ( < 18 years)		

Note that there is no come and try pricing for the Social Membership class. Also as the second come and try day event for Junior Membership class pricing would equal the AU Sport for the full year, there is no option in this category either.

Following from two single day events (e.g. two trainings), or the initial multi-day event (e.g. scuba diving trip weekend), and the person wants to continue to participate, then the diver must pay the remainder to total the applicable membership category of that shown in Table 3-1.

## 4 AUSC membership classes

The club accepts the following classes of membership:

- Student - Enrolled Adelaide University student (i.e. per the definition of Ordinary Member in AU Sport policies);
- Non-Student - Anyone who is not an enrolled Adelaide University student; and
- Life Membership - Conferred on club members with a history of distinguished service to the club.

## 5 Record keeping

The AUSC Secretary, or delegated club committee member, is responsible for maintaining club records, and AU Sport memberships in respect of AUSC members. The record must include in respect of every club member:

- The assignment of a unique club identification number to identify each member;
- The AU Sport membership class of each member;
- Contact details of the member and nominated emergency contact;
- Training and qualifications relevant to scuba diving activities;
- If applicable, details of club and AU Sport memberships paid; and
- If applicable, the date on which AU Sport membership fees received by the club were remitted to AU Sport.

## 6 Membership join instructions

New club memberships and the renewal of club memberships will not be accepted unless completed online.

1. Complete an University of Adelaide Sports Association Membership Application Form online:  
<http://www.theblacks.com.au/Store/ProductSearch.aspx?PCID=7>
2. Once an AU Sport member, AUSC can then be joined:  
<http://www.theblacks.com.au/Clubs/Club.aspx?CID=30>
3. If a student, the applicant should provide University of Adelaide student card to AUSC.

In order to be able to go scuba diving with AUSC, the applicant needs to do the following:

1. Have, or obtain an Open Water Certification from a recognised training agency (CMAS, PADI, SSI, BSAC, etc.); and
2. Provide Diver Certification Card to AUSC for scanning.

Renewing club members are to circle or otherwise mark on the membership form their personal details where these are known to have changed since their last membership form was submitted.

## 7 Insurance

AU Sport memberships: Associate, University, Ordinary (AU Student), Junior and Temporary include insurance cover.

AU Sport Social membership includes insurance cover, but the member may not participate in snorkelling, scuba diving, freediving, underwater hockey, or underwater rugby activities. The member may go out on a boat as long as he or she is a spectator only; the member cannot lift tanks, help with gear, operate the boat, start the engine, drop anchor, raise anchor or do anything else that might be construed as participating in a dive activity. This is intended to cover situations such as where a spouse may wish to come and watch their spouse dive. Note that this does not cover boat sitters who are dive activity participants.

## 8 Privacy policy

AUSC will not release its membership list to anyone except:

- AUSC committee members for the purpose of AUSC business;
- Dive and activity organisers for the purpose of arranging and co-ordinating club activities; or
- AU Sport as requested from time to time.

Summaries of AUSC membership (i.e. without personal identifying information) may be provided to organisations for purposes such as submitting grant applications etc.

## 9 Membership refund

No refunds will be given once online membership is completed. Membership refunds would create complexity and inconsistencies when AU Sport reports are generated, and given the AUSC fee is small, members should understand this policy requirement.

## 10 Membership termination or suspension

The committee may by simple majority terminate or suspend the AUSC membership of any member where the member:

- Uses falsely documented certification credentials and/or assists in falsely documenting the certification of any guest using club equipment, boarding a club boat or participating in a club sponsored dive activity;
- Assists in the obtaining of air fills for individuals who are not properly certified;
- Engages or has engaged in unsafe dive practices on a club or non-club activity;
- Owes monies to the club and has been offered reasonable notice and opportunity to pay such monies to the club;
- Hires or otherwise obtains club equipment (including the provision of air fills) and facilitates its use by a non-member;

- Hires or uses club equipment, including boarding the club boats without being a member of the AU Sport;
- Inappropriately uses AUSC member records, the AUSC Facebook page, an AUSC e-mail address or an AUSC email address group;
- Breaches club policies, or procedures; or
- Acts dishonestly or inappropriately in dealings with the club as might be assessed by the committee from time to time.

A member of the Executive Committee may suspend the AUSC membership of any member where the member owes monies to the club and has been offered reasonable notice and opportunity to pay such monies to the club. A membership suspended on the basis of this para is automatically 'un-suspended' as soon as the outstanding monies are paid to the club by an approved means.

## 11 Document control

Revision (Date)	Person	Comments
0 (15/11/2009)	<b>Author:</b> David Warren, Treasurer <b>Reviewed:</b> Emily Moskwa, Secretary <b>Approved:</b> Mostyn Walker, President	Document released to club membership.
1 (7/07/2014)	<b>Author:</b> Tim Brown, Vice President, Treasurer, Membership Officer <b>Reviewed:</b> Connie Rowe, Secretary <b>Approved:</b> Gail Jackman, President	<ul style="list-style-type: none"> <li>• Membership classes revised;</li> <li>• Removed half-blue recognition for spearfishing.</li> </ul>
2 (3/01/2015)	<b>Author:</b> Tim Brown / David Warren <b>Endorsed:</b> Committee by majority vote <b>Approved:</b> Gail Jackman, President	<ul style="list-style-type: none"> <li>• Added life membership;</li> <li>• Updated expiry details to AU Sport membership as a student.</li> </ul>
3 (13/10/2015)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via Meeting 13/10/2015) <b>Approved:</b> David Warren, President	New format. <ul style="list-style-type: none"> <li>• Renamed AUSA to AU Sport.</li> <li>• Renamed fb to Facebook.</li> <li>• Removed awards / service recognition to have new policy created in this name.</li> </ul>
4 (22/12/2015)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via Meeting 22/12/2015) <b>Approved:</b> David Warren, President	Changed following: <ul style="list-style-type: none"> <li>• Section 2 <i>Application</i> – Reworded to applicability to potential and current members.</li> <li>• Section 3 <i>Requirement</i> <ul style="list-style-type: none"> <li>○ Added pool sessions to requirement for membership.</li> <li>○ Moved AU Sport and AUSC sections to be under Requirements section</li> <li>○ Added wording and policy information for come and try option.</li> </ul> </li> <li>• Section 6 <i>Membership form</i> renamed to <i>join instructions</i> <ul style="list-style-type: none"> <li>○ Removed comments about completing form, and changed to complete online, and instructions/links as required.</li> </ul> </li> <li>• Section 7 <i>Insurance</i> – Added.</li> </ul>

Revision (Date)	Person	Comments
5 (15/09/2016)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via Meeting 15/09/2016) <b>Approved:</b> David Warren, President	Changed following: <ul style="list-style-type: none"><li>• Section 3 Requirements:<ul style="list-style-type: none"><li>○ Clarified pricing in Table 3-1 and Table 3-2.</li><li>○ Added UCL notes in final paragraph of Section 3.1.</li></ul></li><li>• Section 6 Membership join instructions<ul style="list-style-type: none"><li>○ Removed first person pronouns from instructions.</li></ul></li><li>• Section 9 <i>Membership refund</i> – Added: To not be given due to complexity of reporting.</li><li>• Appendix A added for exporting AU Sport information.</li></ul>
6 24/09/2021	<b>Author:</b> Tim Brown <b>Reviewed:</b> Committee (via emails 05 & 09 Sept 2021) <b>Approved:</b> Committee (via Meeting <b>13/10/2021</b> )	Para 10. Exec Committee member may suspend membership due to outstanding monies.

## Appendix A Exporting AU Sport membership information

All statistics can be exported from the AU Sport online database with the appropriate permission.

Go to *Products* and select *View Purchase History* on the membership product. Once in the next screen, select *Export* as per Figure A-1, of which then you can export all details.

### Statistics for AU Scuba Club 2016 Membership

Product ID	Total Sold	Outstanding Transfer	Average Price	Total Unpaid
6969	52	\$100.00	\$20.00	1

### Options Summary (Paid & Free Orders Only)

Options	Quantity
None	52

### Report Notes

1. The purchase history list may include transactions with partial payments.
2. Both the purchase history and the unpaid history lists are limited to the 200 most recent transactions. For a full list please use the export tools.

### Purchase History [\[Email\]](#) [\[SMS\]](#) [\[Export\]](#) [\[Add Purchase\]](#)

Order ID	Purchaser	Quantity	Price	Options	Delivery Type	Delivery
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00
		1	\$20.00	None	Delivery Not Required	\$0.00

1 2 3 4 5 6

Figure A-1 AU Sport Export Link