



INDIVIDUAL MEMBERSHIP RULES

PURPOSE

These Individual Member Registration Rules are issued by the Board under clause 12.2 of the APDA Limited Constitution approved in October 2018, for the purpose of outlining the key requirements for registering as an Individual Member of APDA Ltd.

OBJECTIVES

The objectives of these Rules are to:

- a) provide consistent and transparent arrangements for the annual registration of an Individual Member of APDA Ltd;
- b) ensure that the Board of APDA Ltd have appropriate discretion to take decisions about the registration of Individual Members, in the best interests of APDA Ltd.

APPLICATION

The Individual Member Registration Rules apply to all proposed and current registered Individual Members of APDA Ltd.

This document is for general publication, although if you are referring to a downloaded or printed version of the policy you should check that you have the most recent version.

REFERENCES

This document is to be read in conjunction with:

- a) APDA Codes of Conduct
- b) APDA Social Media Policy
- c) APDA Competition Rules
- d) APDA Ltd Constitution

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IMR1 - When do I have to register as a member of APDA?

- a) All individual APDA members need to register with APDA each year.
- b) Any individual who attends classes with an APDA club, and/or who intends to compete in any competition during the year, must be registered with APDA.
- c) You need to register regardless of when you join your club: even if you start classes in Term 4 you need to register with APDA.
- d) If you are attending classes, you need to register with APDA regardless of whether you intend to compete in any competition.
- e) Your club may (but isn't required to) offer you up to two weeks of trial classes if you are new to APDA and are deciding whether to join and continue with classes. If you are a new member, to continue beyond the first two weeks you will need to register with APDA and pay your registration fee (see rule IMR2).

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- f) Continuing members need to register and pay their registration fee by the time set by APDA Management.
- g) You can only register with one APDA club at a time, and generally can only register with one APDA club per calendar year (see rule IMR3 for guidance about switching clubs).

IMR2 - What do I need to do to register as a member of APDA?

- a) You will need to complete the registration form provided by APDA (or through your club), either online or paper. You need to ensure that you provide all the requested information on that form, or it may affect your registration and/or your ability to participate in competitions.
- b) You must ensure you register yourself or your child in the correct age group or status, as set out in the Competition Rules.
- c) You must pay the registration fee allocated by APDA, at the time you register. Registration fees must be paid in full and are not pro-rated even if you do not complete a full year, or join part way through a year. Registration fees are not refundable, even if you stop classes during the year.
- d) You need to agree to comply with APDA rules and guidelines as part of your registration, including Codes of Conduct, Competition Rules, and Social Media Policy.
- e) If you are a parent or guardian registering a child under 18, it is also a condition of registering the member that YOU agree to comply with Codes of Conduct and Social Media Policy. It is important that you understand that if you breach these policies your child's registration, or ability to enter competitions, may be affected.

IMR3 - What if I want or need to switch clubs?

If you want to transfer clubs during a calendar year, you need to apply to the APDA Compliance Manager (compliance@physieanddance.com.au) in writing, providing your reasons for transferring clubs. You need to have a legitimate reason, such as:

- a) You are changing your address, and the new club is closer to your new home address (you would need to provide evidence of this);
- b) Irreconcilable differences with your current club that prevent you from attending classes.

If you want to transfer clubs at the start of a calendar year, you need to advise APDA on your registration form that you are transferring clubs (noting the names of your previous club and new club).

In the case of a transfer, APDA will usually ask your old club for clearance before processing your transfer registration: this is to ensure that you are not leaving your old club with outstanding debts.

You must be registered with the club that you attend classes with; for example, if you move interstate mid-year, you can't attend classes with a new club but stay registered with your old club for the rest of the year.



IMR4 - What do I need to do to maintain my registration with APDA?

You need to:

- a) Register each year and pay the required registration fees;
- b) Comply with the Codes of Conduct, Competition Rules, these Individual Member Registration Rules, and Social Media Policy.

IMR5 – What if I don't or can't meet the requirements for Individual Members?

If you don't or can't meet the requirements in these Rules, the Board of APDA might:

- a) suspend or terminate your registration as an Individual Member at any time;
- b) prevent you from entering competitions.

There may also be other APDA policy documents that set out other consequences for not meeting these requirements (such as other sanctions for breaching a Code of Conduct, or consequences for breaching Competition Rules or the Social Media Policy).

IMR6 – How does the Board work out if I haven't met the requirements?

The Board of APDA supports all members participating in APDA, if that's what they want to do, and doesn't take suspension or termination of Individual Member registration lightly, but you need to be aware that the Board will act in the best interests of APDA.

If the Board is considering suspending or terminating your Individual Member registration, for one of the reasons outlined in these Rules, then:

- a) You will be told that the Board is considering suspending or terminating your registration;
- b) You will be told why that is the case, and you will be able to write to the Board about the matter (e.g. you'll be able to tell the Board why you think suspension or termination shouldn't be considered);
- c) If the issue is something you can fix (for example, you forgot to register as an Individual Member by the right date) you will be given a reasonable opportunity to fix it;
- d) The Board will take into account how serious the issue is, and whether it's a one-off issue or a recurring problem. For example, the Board usually wouldn't consider terminating Individual Member registration because of a minor one-off breach of a Code of Conduct, but might consider it for serious or ongoing issues, such as dishonesty in registering in the correct section or age group, or actions that clearly bring APDA into disrepute;
- e) The Board might ask someone (either within APDA or externally to investigate or look into a matter and report to the Board (for example, investigating a breach of a Code of Conduct) before deciding to suspend or terminate a person's Individual Member registration.

Important note: Where these Rules say that the Board will consider something, the Board will take into account anything that these Rules say is relevant. They are also able to exercise discretion to take into account any other matters that are relevant, to make sure that they act in the best interests of APDA Ltd as a whole.