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Policy Owner:	CEO
Compliance:	Mandatory
Approved by:	Board
Document Type:	External
Category:	Operations
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Next Review	1 January 2018

## Policy Statement

### Intent

This policy document is concerned with the eligibility of Clubs to be part of the 'Find a Club' function on Australian Taekwondo Limited (AT) website. It determines the eligibility of the club, and its branches to be featured in the 'Find a club' Function.

### Objectives

To apply fairness in the eligibility of clubs and their branches to receive the benefit of being part of the 'Find a Club' function on the AT website. To balance recognition of our clubs with their support of AT.

### Scope

Board, State Members, Staff, Head Instructors and Instructors.

### Policy Principles

1. To apply fairness when assessing the eligibility of clubs.
2. To recognise and provide a benefit to clubs who support AT with their membership.

### Find a Club Function

The AT website will have a function that enables users to input their postcode, and select a radius in which they would like to find a Taekwondo Club. When this information is input the function shows the user a list of clubs and their contact details that match their criteria.

### Eligibility Criteria

In order to be part of the 'Find a club Function the Club must have a minimum of a Level 2 (25) membership package with AT as part of its main branch. This can include the Head Instructor and Instructors.

In order to have any further branches of the club in the Find a Club function their branches must have a minimum of twenty (25) registered members of the branch.

If the club or branch is small with less than twenty-five members, and all of them are registered with AT, an application must be made in writing to AT for inclusion.

### Information to be provided

Clubs must provide the following to be listed on the Function:

- Registered Logo
- Address
- Telephone number
- Email address
- Website address (if they have one)

## Associated Policies and Procedures

STAL Constitution.

## Accountabilities

Implementation:	CEO
Compliance:	Board
Monitoring and Evaluation:	Membership Admin/ CEO
Development and Review:	Membership Admin
Interpretation and Advice:	Membership Admin/ CEO

## Who Should Know This Policy

1. All **Authorities Delegated** within this policy are responsible for knowing this policy and procedures that support this policy.
2. The **Board** is responsible for the approval and maintenance of this policy.
3. The **Chief Executive Officer** is responsible for implementation and ensuring adherence to this policy and for educating users in the content of supporting policies.

## How Will The Effectiveness Of This Policy Be Measured?

1. Membership numbers
2. Number of clubs using the find a club function.

## Document Management

Version	Date	Change	Authorised
1.0	3 June 2016	Policy approved	

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