

**Guidelines for forming a new CGA affiliate**

The Caulfield Grammarians’ Association Inc. (CGA) has a number of affiliates, providing a range of sporting and cultural activities for past students of Caulfield Grammar School and other members of the CGA community.

# Initial Stages of forming a CGA affiliate

The first criterion for forming a new CGA affiliate is demand. There must be a real need for a new club, and it must provide a service or activity not already replicated by an existing CGA affiliate.

If demand is present, the next step is to approach the CGA with a proposal for forming the affiliate. The proposal must state:

* the purpose of the affiliate,
* the number of potential members, and
* whether a committee of at least five people (not all of whom need be Caulfield Grammarians) can be formed to run the affiliate’s affairs.

The committee would ideally consist of a president and a vice-president, a secretary, a treasurer and at least two other general committee members.

The proposal to form the affiliate would be submitted to a meeting of the CGA Committee, and if approved, the new affiliate could then commence its activities.

# Caulfield Grammarians Association responsibilities and requirements

1. **Incorporation**

Incorporation under the Associations Act of Victoria is a prerequisite of all sporting clubs requesting affiliation with the CGA, to protect committee members and ordinary members against possible legal or financial liability in the event of unexpected circumstances developing.

The affiliate will be required to call a general meeting of its members to approve the incorporation and a constitution complying with the Associations Act.

The CGA can assist with new affiliate incorporation. Please contact the CGA on +61 3 9524 6229 or cga@caulfieldgs.vic.edu.au to arrange a time to discuss the incorporation process.

# Representation at Caulfield Grammarians Association Committee meetings

Each club’s president is requested to attend at least one CGA general meeting during the year, at which he or she will provide a report on the affiliate’s activities, including membership numbers, affiliate finances and any other relevant issue.

# Reporting to the CGA

Incorporated affiliates may hold its annual general meeting at any time of the year, and must supply the CGA with a copy of the AGM minutes and the annual financial statements within one month of holding the AGM.

# Accounts

The CGA Committee requires that all incorporated affiliates submit their accounts to the CGA, as they would to any member of their club, within one month of the affiliate’s AGM.

Affiliates are encouraged to have their accounts audited and an audit statement should be submitted to the CGA with the accounts. It is mandatory for audited accounts when accounts exceed $25,000.

# Insurance

Any sporting affiliate must ensure that they have their own Sportscover insurance in place for participatory injury cover and their own Public Liability cover in place to protect participants.

The CGA Public Liability policy **excludes** cover for affiliate members in sporting activities if participation is involved.

The CGA can offer you assistance in sourcing this insurance if required.

# Use of the CGA logo

The affiliate must seek approval from the CGA for use of its logo. This includes the use of the logo on uniforms, marketing materials and other material of a similar nature. Affiliates may wish to incorporate such a request into their initial submission to the CGA Committee.

Once approval is granted, a licencing agreement will be provided to the affiliate organisation to complete.

# CGA office support

Affiliates are encouraged to use the resources of their own committees for tasks such as mailing notices of events and maintaining mailing lists.

The CGA office will, where requested, provide administrative and other support to affiliates, which may include help with affiliate newsletter distribution, communication (for example, marketing an affiliate on CGA On- Line) or help with an event. Affiliates are asked to provide the office with as much notice as possible to ensure an appropriate marketing strategy can be formed and implemented.

# CGA On-Line

Each affiliate will be allocated, where requested, a page on CGA On-Line, on which information about the affiliate can be displayed, and meeting notices and newsletters attached as downloadable pdf documents. Affiliates are strongly encouraged to make full use of this excellent method of communicating with thousands of Caulfield Grammarians.

The CGA also produces a regular e-bulletin, which is emailed to tens of thousands of past students. It is an ideal way to promote affiliate activities and increase membership and we would request each affiliate to provide regular updates on their activities to be used in the e-bulletin.

# CGA sponsorship

The CGA is committed to supporting all affiliates, but maintains its policy that all affiliates should develop and sustain financial autonomy, to enable them to raise all of the revenue required for them to engage in their chosen activity.

However, the CGA invites affiliates to submit applications for sponsorship of one or more of their affiliates’ activities. The process for submitting a request for financial assistance is as follows:

1. Affiliates must lodge an application in writing, outlining the purpose of the sponsorship funds, and also enclosing a summary of the affiliate’s aims and activities, and copies of their latest balance sheet and committee minutes
2. The Executive Committee of the CGA will consider all applications and assess the allocation of funds, subject to the approval of the General Committee
3. Any financial assistance provided to an affiliate will be recorded in a written agreement between the affiliate and the CGA

# Contributing to the School

The affiliate will also be asked to contribute in some way to the life of Caulfield Grammar School and to the CGA. This may include active encouragement to affiliate members to attend CGA and CGS events such as the Annual Dinner, reunions, CGA Outreach events and Networking functions.

# Labora

CGA affiliates are strongly encouraged to use Labora to publicise their activities and help boost membership. Articles should be short (approx 200 to 250 words) and accompanied by digital photos in jpg form.

# Steps to start up a new affiliate Club or Group

The Caulfield Grammarians’ Association is committed to assisting past students who wish to establish new sporting teams and clubs, or groups involved in activities within the field of the Arts or other common interests.

This is an easy step-by-step checklist for those interested in establishing a new group to be affiliated with the CGA (an ‘Affiliate’).

## Step 1:

It is very important to have sought out other people interested in being involved in a new Affiliated club/group. Creating an initial list of names, email addresses and contact numbers of those interested will help immensely when it comes to obtaining commitments from people.

## Step 2:

Approach the CGA’s Executive Director to discuss your proposed new Affiliate. She may be able to send correspondence to other past students who have expressed an interest in your chosen activity.

## Step 3:

In conjunction with Executive Director, organise an informal gathering of those interested in belonging to your new Affiliate. Devise an agenda for the meeting, and ensure that you discuss such matters as:

* the **minimum number of players/members** needed
* **where and when** you will compete or gather to participate
* a basic estimate of the **costs involved** in running your Affiliate
* the **Committee or organisational structure** to be adopted
* which **interested parties** will put their hands up to **offer assistance**, particularly in the preliminary stages of your Affiliate.

## Step 4:

From the information you gather from your meeting, make any follow-up enquiries that are necessary, for example:

* contact sporting associations and/or venue operators to ascertain

# joining and ongoing fees

* contact equipment retailers to gather **prices on any equipment needed** to commence your activity

## Step 5:

It is important to emphasise that whilst the CGA will assist in any way it can in helping the establishment of new Affiliates, it maintains a policy of not

providing ongoing financial support to its Affiliates. Therefore any new Affiliate must be set up to be financially autonomous (with the exception that the CGA will provide *some* finances to go towards start-up costs). As such, it is important that you put down on paper a researched estimate of your costs for the first year / season.

## Step 6:

Once you have a firm idea of the commitments, both financial and time wise, expected of all members of your Affiliate, arrange another meeting of those interested to discuss in further detail your proposal. This will also give you a firm idea of how many people are genuinely interested and prepared to commit.

## Step 7:

Following your meeting, complete a summary of the points discussed and email them to all the people on your contact list. Now that you have a core group of past students (and others if they are interested) committed to joining your proposed Affiliate, put in writing an application to the CGA for some assistance with your start-up financial commitments. This will be considered by the CGA Executive and the details of costs which the CGA will cover on your behalf provided to you ASAP.

## Step 8:

The CGA is willing to assist in helping keep your database of players/members up to date, and also with the general administration of your Affiliate. However, the CGA will not take on the role of running the Affiliate, and it is therefore important to coordinate enough people who will willingly contribute to the organisation of the Affiliate.

# Other relevant information

Whilst the CGA is a body charged with representing past students of Caulfield Grammar School, there is nothing preventing non-past students from joining Affiliated Clubs/Groups. However, given that your Affiliate uses the CGA name in its title, all members (past students and non-past students alike) must respect a *Code of Conduct* that applies to all (and must be distributed to all members of your Affiliate)

If a sporting group, there are a number of costs that must be considered:

* Ground/Venue rental
	+ Councils charge significant rental fees, and ground space is often difficult to obtain
	+ The yearly/seasonal rental payments will usually be required up-front
	+ You must ensure that there is a sufficient public liability coverage incorporated in your ground / venue rental
* Affiliation with sporting association/competition
	+ These may also be required prior to season commencement and paid in full
* Umpires/Referees
	+ May be incorporated into the above fee, or may be payable week-by-week
* Uniforms
	+ In some circumstances, players will be able to wear their school sports uniforms
		- Permission should be sought from the School
	+ There will need to be a lead time where new uniforms are ordered, so once again leave yourself sufficient time to allow for this

**8**