# How to register a new swimming club with Swimming Victoria.

### Overview

Any swimming club wishing to register with Swimming Victoria (SV) for the first time must first seek pre-approval from SV. Following that pre-approval the club must become an incorporated body (if it has not already done so).

### Pre-Approval

Pre-approval may be granted to a club which can demonstrate to SV’s satisfaction:

* A club philosophy which aligns with the objects of SV as set out in its constitution; [click here](https://vic.swimming.org.au/visageimages/SV_Constitution_-_Final_Version_Issued_October_2015.pdf)
* Evidence that a minimum of 25 people are or will become paying members of the club upon incorporation;
* Written evidence of the terms upon which the club has access to pool space for the purposes of training;

The following documents must be submitted when seeking pre approval;

* Cover letter expressing your intentions and reasons for seeking registration
* A copy of a formal coaching agreement (if any)
* A copy of a formal pool lane hire agreement (if any)
* [A Strategic Plan/Business Plan covering at minimum 18 months of the clubs future.](http://www.business.vic.gov.au/setting-up-a-business/how-to-start-a-business/write-a-business-plan)
* The names of existing or intended members and their membership category.

As part of the pre-approval process SV may seek the views of the relevant District on the application.

The club will be notified as to whether or not pre approval has been granted.

### Pre-Approval Granted

After pre-approval has been granted the club must become incorporated (it if has not already done so). In most cases this will be done as an incorporated association (for further information on this process [click here](https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/become-an-incorporated-association)).

In order to incorporate your club must vote to do so at a meeting of members (who have been given 21 days’ notice) and agree to adopt a set of club rules or constitution (Swimming Victoria offers a template Constitution which can be followed in whole or in part and is attached to this email). Unless your rules provide otherwise the committee members at the time of incorporation form the Club’s Office Bearers in the incorporated body. At minimum you must have 4 Committee Members at the time of your application for registration.

### Post incorporation

After your club has been incorporated (or at the time of applying for registration if your club is already incorporated) you must supply to SV:

* A copy of the club’s constitution;
* A list of club committee members and their contact details; and
* A Copy of the Incorporation Certificate

Following that your club will be required to:

1. register the minimum number of paying club members online (25 members for metropolitan clubs and 15 members for regional clubs); and
2. pay all club registration fees via credit card or direct deposit (invoice will be forwarded to you once the application has been completed) within 30 days.

Applications for either pre approval or registration including all attachments and the required documents should be submitted to *Swimming Victoria by email to; [jacqueline.tubb@vic.swimming.org.au](mailto:jacqueline.tubb@vic.swimming.org.au).*

The SV Board will then consider the application and determine whether to accept or reject it. If it is rejected then all relevant registration fees will be refunded.

### Once registration has been granted;

Committee Members of your club will be given access to, and training on, the National Membership Database (ClubLANE).

To set up your club within ClubLANE, you will need;

* Complete club contact details, including training facility address details;
* Annual Membership subscription fees (taking into consideration the Swimming Victoria Schedule of Fees); and
* Names and contact details of office bearers and coaching staff

If you have any questions regarding the Registration process for new clubs please contact [jacqueline.tubb@vic.swimming.org.au](mailto:jacqueline.tubb@vic.swimming.org.au)