



How to Complete your Club Fee Structure Form



DrillDance

Queensland



eLEARNING

Overview

Welcome to DrillDance Queensland. Your twelve month registration fee includes affiliation with DrillDance Australia, DrillDance Queensland and your local club.

Included in this pack are state, club and team contacts as well as your financial fee structure for the season. Please read and complete all the details on the form (*you are required to sign Pages 6,7,8, and 9*) and return it to your Club Contact.

Once signed off by the Club Representative, the club will retain a copy, include a copy of pages 7,8 and 9 with your team registration sent to DrillDance Queensland, and a copy returned to you for your records.

Each person is entitled to four (4) weeks free training on joining a team, prior to paying the nominated national, state and club joining fee as set down further in this document (*this is a non-refundable fee*).

COMPLETING THESE FORMS:-

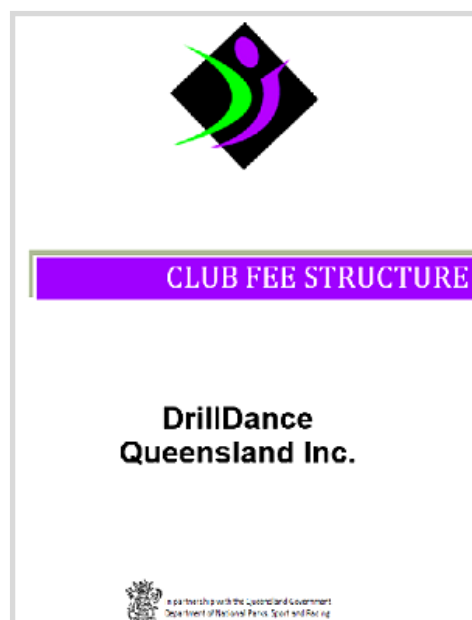
THE SIGNED DOCUMENT IS KEPT WITH THE CLUB REGISTRAR

A FULL COPY OF THE SIGNED DOCUMENT TO BE RETURNED TO THE INDIVIDUAL

A COPY OF SIGNED PAGES 8 & 9 ACCOMPANY ALL REGISTRATION FORMS TO THE STATE

Additional Forms included in this document:-

1. Member Health Care Details Form
2. Agreement for Individual Audio Visual Form
3. DDQ Members Contact Form
4. DDA Code of Conduct Form



If you need further assistance with this task, please email:

ddqtreasurer@outlook.com

How to fill out the form...

1. STATE DETAILS

This section of the form contains general information from DDQ and will be automatically filled out.

President	Mrs Kelly Harrington	ddgpresident@outlook.com
Secretary	Mrs Carol Zelow PO Box 280 Redcliffe Q 4020	drilldanceqld@outlook.com
Treasurer – Registrar	Mrs Val Tait	ddgtreasurer@outlook.com
Technical Coordinator	Mrs Pat Hooper	ddgtechnical@outlook.com
Development Coordinator	Ms Maree Austin	ddgdevelopment@outlook.com

NB: All contact should be forwarded through your Club Secretary to the DDQ Secretary

2. VISIT US ELECTRONICALLY

This section of the form contains general information from DDQ and will be automatically filled out.

State Email	drilldanceqld@outlook.com
State Website	http://www.drilldanceqld.com
State Facebook page – public	https://www.facebook.com/4DrillDanceQld4/
State Facebook page - members	https://www.facebook.com/groups/511948802155965/

3. CLUB DETAILS

Use this section to advise the correct name of your club, and who the person to contact is if they have questions. Generally it would be the Club Registrar.

Your local Club is:-	
Your Club Contact is:-	

4. TEAM DETAILS

This section details the name etc of the team the person is joining. If your training times vary from time to time, then type this in the field. The more information you can give the person the better the communication.

Your Team Name is:-	
Your Team Contact is:-	
Training Times	
Training Venue	

5. REGISTRATION

PART A - REGISTRATION FEE – PAYABLE AFTER 4 WEEKS TRIAL

The Registration fee combines the National Registration Fee set down by DrillDance Australia, the State Registration Fee set down by DrillDance Qld and any Club fees documented at the Club AGM. These fees are non-refundable. Total the national and state fees along with your Club fee into one field. Some teams may charge additional money to join, if so, put this in the Team fee. Total of all registration fees should add up to the last field.

Season	Club	Team	Registration Fee
			\$

PART B – CLUB UNIFORM FEE

Each year there can be changes made to existing uniforms, or a purchase of a new uniform depending on the themed routine that is performed competitively. These items remain the property of the Team/Club and are loaned to the member. All existing items and new items noted below, must be returned at the end of the season, or on resignation. It is recommended to charge a nominal uniform fee to cover any changes during the season. Once the items have been purchased they are non-refundable.

ITEM	AMOUNT	TO BE PAID BY
Training Uniform		
Competitive Uniform – Drill Routines		
Competitive Uniform – Thematic Routines		
TOTAL	\$	

Make a note in this section of all the property that must come back to the team if loaned to a member. For example, team bags are generally “team property” and lent to each member. Once the person leaves all “lent” items must be returned.

Items that will remain team property.

6. FUND RAISING

PART C – TEAM PERSONAL FUND RAISING SHARE

Some clubs/teams choose to have members pay their own way. In this instance, you need to clearly state what the member is expected to pay, and when they are required to pay this amount. It is better to stagger the amount over a number of months to allow members the choice of paying up front, or in installments. It is important to remember that any payment back to the member on resignation, is linked to whether the amount has been out-layed. For example, if the member pays an amount for airfares, and you have purchased the airfares, then the member is entitled to the documentation for that flight. Most times, flights are not transferable therefore the team is unable to use this if the person leaves. It then becomes up to the person who resigned what they do with the flight. The member can only claim on monies spent.

Your Team Personal Fund Raising Share is made up of the following:

ITEM	AMOUNT	TO BE PAID BY
TOTAL	\$	

MEMBER SIGN OFF

The member agrees they have read through the Fee Structure in full and understands their obligations. They also expect if an unexpected expense occurs which is outside the budgeted fee structure included in this document, it will be discussed with them prior to monies being outlaid. In this event, an amended agreement and change to the budget will be supplied by the team and signed by both parties.

Sections to be signed:-

- **Part A—registration Fee**
- **Part B—club uniform fee**
- **Part C—team fundraising**
- **Page 7—Member Health Care Details (one copy only kept by the Team Coordinator)**
- **Page 8—Individual Audio Visual Form and Members Contact Form**
- **Page 9—DDA Code of Conduct**

Ensure you type in the correct banking details in this section.

Club Direct Debit Details

Account Name	BSB	Account number

Both the member and a representative of the Club sign the form. It is recommended that your Club Registrar be the person signing on behalf of the Club.

	MEMBER	CLUB/TEAM CONTACT
Signed		
Name (please print)		
Date		

I agree to sign the attached forms:-

- DDA Code of Conduct
 DDQ Audio Visual Form
 DDQ Members Contact Form
 DDA Health Care Form

CLUB REPRESENTATIVE TO COMPLETE:-

Has this person been registered with the club before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, has this person been registered within the sport in the last 5 years? NB: If yes, then a clearance form must be attached with the registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If this person was registered last season in your club, are they deemed "financial" for the new season?	<input type="checkbox"/> Yes <input type="checkbox"/> No

It is important to complete the Club Representative section correctly. Place a tick in the Yes or No box for each question.

- If the member has joined your club from another club or interstate, then they must supply a DDA Clearance Form. It is the members responsibility to supply this form.
- If you deem someone as un-financial, your Club is required to send a notification in letterform to the State Secretary advising them of the person and amounts owing.



DDQ
Development

Team