

## SERVICE AGREEMENT

(Version 4)

### between Squash Australia and Member Associations

#### OVERVIEW

1. This document assists in regulating the operational requirements between Squash Australia and its members, and outlines their mutual obligations to each other.
2. The Agreement is not intended to specify obligations applying to all circumstances existing between Squash Australia and its members.
3. This agreement is an acknowledgement of the goodwill and spirit of cooperation which should exist between Squash Australia and its members.
4. The circumstances and availability of funds for squash in Australia will vary and this agreement will be subject to review to reflect the circumstances of the day.
5. The CEO, in liaison with SAEOG, is responsible to ensure that the agreement is functional and updated as required.
6. This agreement shall be renewed on an annual basis, by signature on the attached Agreement Form.

#### DEFINITIONS

AGM	Annual General Meeting
Budget	Annual budget of Squash Australia
CEO	Chief Executive Officer
SA	Squash Australia
SAEOG	Squash Australia Executive Officer's Group
State	Relates to both State and Territory of Australia Member Associations

Regulation Version Control	
Original	September 2002
Version Two	February 2004
Version Three	4 <sup>th</sup> December 2009
Version Four	6 <sup>th</sup> November 2010

No.	Obligation	Squash Australia	Members
1	Annual Service Agreement	<p>Distribute agreement to members by 1<sup>st</sup> December each year</p> <p>Return copy of co-signed document by 14<sup>th</sup> January each year</p>	Return signed agreement by 7 <sup>th</sup> January each year
2	Annual General Meeting	<p>Distribute notice of AGM in accordance with SA Articles</p> <p>Produce and distribute an Annual Report in accordance with SA Articles</p> <p>Provide written advice of the results of the election of Board members within one (1) calendar month of election</p> <p>Update Board information on SA website within fourteen (14) days of election</p>	<p>Advise date of AGM, at least one (1) calendar month prior to scheduled date</p> <p>Provide a copy of State's Annual Report, including financial statements, within one (1) calendar month of the State AGM</p> <p>Forward copy of AGM minutes within one (1) calendar month of the AGM being held</p> <p>Provide list of new Office Bearers, including contact details, within one (1) calendar month of the AGM being held</p>
3	Communication	<p>Squash Australia &amp; States respond to all emails and correspondence received within seven (7) working days of receiving the message, or within requested timeframe if specified</p> <p>Squash Australia &amp; States advise each other of any contact details, staffing, and incorporation changes upon occurrence</p> <p>Advise outcomes of National meetings within one (1) calendar month of meeting being held</p>	Distribute SA notices and information throughout the State/Territory
4	Financial	<p>Distribute audited annual financial report in accordance with SA Articles</p> <p>Forward annual budget by 1<sup>st</sup> February each year</p> <p>Validate and pay member invoices within thirty (30) days of receipt</p>	<p>Pay affiliation fees within the specific timeframe</p> <p>Provide a tax invoice for any agreed funding from SA</p> <p>Validate and pay SA invoices within thirty (30) days of receipt (including subscriptions due)</p>
5	National Player Registration & Ranking System	<p>Provide an official web-based database of all registered squash players, including their rankings</p> <p>Record all National Championship results in database</p>	<p>Actively promote database use to greater squash community</p> <p>Ensure accurate recording in database</p> <p>Record all State Championship results in database</p>
6	National Policies and Procedures	Formulate and regularly review as required	Adopt, comply and promote all relevant SA National Policies and Procedures

No.	Obligation	Squash Australia	Members
7	National Workshops, Seminars and Conferences	<p>Conduct regular workshops, seminars or conferences, specifically:</p> <ul style="list-style-type: none"> <li>➤ SAEQG meetings – 2 per year with teleconferences as required.</li> <li>➤ Development Officer meetings – 1 per year with teleconferences as required.</li> </ul>	<p>Ensure at least one (1) representative is present at each activity</p>
8	National Player Rankings	<p>Formulate and publish senior and junior player rankings at least four (4) times per year</p>	<p>Forward State rankings as required by the ranking calendar</p> <p>Attach a copy of results of State Championships held in period when forwarding state rankings</p>
9	National Tournaments	<p>Formulate an annual national tournaments calendar, in consultation with states</p> <p>First draft of calendar to be published by 1 December of each year.</p> <p>Delegate management responsibility for organising and conducting National Tournaments</p>	<p>Provide dates and venues for all scheduled State Championships by 1 November of each year.</p> <p>Provide dates and venues for any scheduled tournament (other than State Championships) by 1<sup>st</sup> November of each year</p> <p>Conduct National Tournaments in accordance with tournament agreement</p>
10	Sponsorship	<p>Actively seek sponsorship that will enhance the sport</p>	<p>Consult with National Body before entering into any sponsorship agreements</p>
11	Records	<p>Maintain a filing system to ensure availability of records for future reference.</p>	<p>Appropriately file a copy of SA Agreements for future reference.</p>
12	National Programs and Projects	<p>Provide information and resources as required</p>	<p>Work within the parameters of the project to ensure a positive outcome</p> <p>Return any resources or equipment on loan within the specified timeframe.</p> <p>Provide reports/acquittal of grants within the specified timeframe</p>
13	National Web Portal	<p>Provide a web portal for members use</p>	<p>Maintain web pages as current and on a regular basis</p>
14	National Insurance Program	<p>Appoint a broker to manage the insurance affairs for squash on a national basis, ensuring cost effectiveness and transparency</p> <p>Distribute and collate information as required to initiate insurance cover</p>	<p>Commit to National Insurance Program, which includes; Player Accident, Public Liability &amp; Professional indemnity, Directors &amp; Officers.</p> <p>Implement any programs in accordance with the annual requirements</p> <p>Provide data input within the required timeframe.</p>

No.	Obligation	Squash Australia	Members
15	Strategic Planning	In consultation with members, develop a long term Strategic Plan Review and update on regular basis	Align State's Strategic Plan with the National Plan to provide an Australia-wide focus on squash. Review and update State Plan on a regular basis

## SQUASH AUSTRALIA ANNUAL SERVICE AGREEMENT

<b>Year</b>	2011	<b>Member</b>	
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### **ANNUAL AFFILIATION BUDGET**

Funds Required	\$128,184	Including National CPI increase of <b>2.8%</b>
Less – National Sponsorship Program	\$18,560	Dunlop Agreement Total <b>\$20,623</b> less <b>10%</b> .
Member Subscriptions	<b>\$109,624</b>	To be contributed by Members (rounded to nearest \$100)

### **ANNUAL SUBSCRIPTION ALLOCATION**

Member	2010 Contribution for comparison	2011 Contribution
Australian Capital Territory	\$3,000	\$3,100
New South Wales	\$26,500	\$27,400
Northern Territory	\$3,000	\$3,100
Queensland	\$22,000	\$22,800
South Australia	\$11,000	\$11,400
Tasmania	\$3,000	\$3,100
Victoria	\$26,500	\$27,400
Western Australia	\$11,000	\$11,400
<b>TOTAL</b>	<b>\$106,000</b>	<b>\$109,700</b>

Squash Australia agrees to invoice Members on 1<sup>st</sup> day of April, May, August and September.

For the duration of this Agreement, the Member afore mentioned:

agrees to uphold the respective obligations contained herein

seeks a variation (please attach detailed reason)

#### **Signed for and on behalf of Member Association by**

Full Name ..... Position .....

Signature..... Date     /     /

#### **Signed for and on behalf of Squash Australia Limited by**

Full Name ..... Position .....

Signature..... Date     ...../...../.....