



# ANZSLA

THE SPORTS LAW ASSOCIATION

Functions Policy

# ANZSLA FUNCTIONS POLICY

ANZSLA is committed to promoting the dissemination and exchange of information concerning sport and the law. To that end, ANZSLA aims to ensure that its members and other bodies interested in sport and the law have reasonable opportunity to attend functions organised or endorsed by ANZSLA.

## 1. Purpose of function policy

- 1.1 ANZSLA will endorse functions and the use of its trade mark, where conditions specified within this policy are met.
- 1.2 ANZSLA will consider making available a subsidy towards functions it conducts or endorses, where applicable.

## 2. Functions conducted by ANZSLA

- 2.1 Functions conducted by ANZSLA (including by any regional representatives or groups constituted for the purpose of organising and hosting functions on behalf of ANZSLA) will be:
  - (a) branded and promoted as ANZSLA functions; and
  - (b) provided to members at a discount rate of admission.
- 2.2 Co-branding of functions, identifying acknowledgement of support and assistance provided by partner organisations, may be approved where there are no competing or commercial interests to ANZSLA's objectives.
- 2.3 Admission fees for members (if any) are to be kept to a minimum. Admission fees for ANZSLA members should solely recover any expenses incurred in conducting the function.
- 2.4 Admission fees for non-members may be set at a reasonable level, taking into account the expenses incurred in conducting the function and ANZSLA's objective to provide education in sports law matters.
- 2.5 A report must be submitted and receipts lodged with the ANZSLA Executive Manager subsequent to each function, consistent with the guidelines set out in section 7 of this policy.

## 3. ANZSLA endorsement of functions

- 3.1 Individuals or organisations seeking ANZSLA endorsement of a function, and use of the ANZSLA logo in promotional material associated with the function, must apply to the ANZSLA office.

- 3.2 All applications should be addressed to the ANZSLA Executive Manager and should be received at least 6 weeks prior to the proposed date for the function.
- 3.3 Applications for ANZSLA endorsement should address the following:
- (a) general concept for the function (including theme or topic);
  - (b) anticipated number of attendees;
  - (c) whether the function will be held in conjunction with another organisation or organisations, and if so, the application will identify the other organisation or organisations;
  - (d) proposed avenues for promotion; and
  - (e) the anticipated cost of the function, and any financial contribution sought from ANZSLA.
- 3.4 The ANZSLA Executive Manager may seek approval for endorsement from the Board.
- 3.5 Upon a decision being taken by the Board, the applicants will be informed through the Executive Manager with sufficient time to plan the function.

#### **4. Minimum criteria to receive ANZSLA endorsement**

- 4.1 To receive ANZSLA endorsement, functions must be:
- (a) branded and promoted as ANZSLA functions; and
  - (b) provided to members at a discounted rate of admission wherever possible.
- 4.2 Co-branding of functions, identifying acknowledgement of support and assistance provided by partner organisations, may be approved where there are no competing or commercial interests to ANZSLA's objectives.
- 4.3 Admission fees for ANZSLA members (if any) are to be kept to a minimum.

#### **5. ANZSLA funding for functions**

- 5.1 The ANZSLA Board will determine in its budgetary process each year the amount to be made available for functions conducted or endorsed by ANZSLA.
- 5.2 In the usual course, a maximum of \$1,500 will be available for any one function, in accordance with the ANZSLA Finance Policy. Funding assessment will be undertaken by the Executive Manager in accordance with the annual budget for functions set by the Board. In exceptional

circumstances, and at the discretion of the ANZSLA Board, additional funding may be made available to a regional function.

5.3 Priority will be given to functions conducted in areas where previous funding has not been provided.

5.4 Eligible items for funding may include:

- (a) venue and audio-visual hire;
- (b) speaker flights and accommodation;
- (c) speaker gift(s) (token in gesture and proportionate to the profitability/cost of the event but with a maximum value of \$25); and
- (d) light catering (including refreshments and light food).

5.5 Meals are ineligible for ANZSLA funding.

## **6. Function promotion**

6.1 ANZSLA will assist in promoting functions through available avenues that are appropriate to the function location and target market of each function (ie, website, email, newsletters).

6.2 Use of the ANZSLA logo in promotional materials must be consistent with the ANZSLA Logo Policy.

6.3 Organisers of functions endorsed by ANZSLA will be encouraged to use the standard ANZSLA event invitation template in promoting the function.

6.4 Organisers of endorsed functions should ensure that all ANZSLA members are made aware of the function by providing promotional material to the ANZSLA office for dissemination through ANZSLA's database.

## **7. Acquittal of endorsement / funding**

7.1 A report covering event particulars (including a register of attendees) should be issued to the ANZSLA Executive Manager as soon as is practical after the completion of the function.

7.2 Approved funding will be provided upon receipt by the ANZSLA Executive Manager of either an invoice to ANZSLA (with relevant receipts attached) or a summary of expenses (with relevant receipts attached). Documentation relating to funding should be lodged with the Executive Manager within 30 days of the function being held. Lodgement after that date may result in the Board refusing to authorise payment.

## 8. Administration of this policy

- 8.1 This policy has been adopted by the Board in accordance with Rule 31 of ANZSLA's Rules and is effective from 2 October 2018.
- 8.2 Any disputes regarding this policy will be referred to the ANZSLA Board for consideration.
- 8.3 This policy will be reviewed regularly to ensure its continuing validity and effectiveness in meeting ANZSLA's objectives.