



# Queensland Weightlifting Association

## QWA Assistance policy

Approved by the QWA Management Committee: 04/02/2015  
Review Date: / /2016

# **POLICY AND GUIDELINES FOR QWA ASSISTANCE**

## **1. Purpose**

The Purpose of this policy is to;

- 1.1. provide guidelines for the allocation of QWA assets in the form of weightlifting equipment, to affiliated clubs; and to
- 1.2. provide a process for making decisions on the allocation of assistance in the form of weightlifting equipment.

## **2. Policy Principles**

The following Principles should be taken into account when assessing applications to host events:

- 2.1. The QWA may provide assistance to affiliated Weightlifting Clubs to aid in their development and operation
- 2.2. All assets of the QWA belong to the association's membership as a whole. The QWA Management Committee has a duty to the members to manage these assets in accordance with the Mission and Constitution of the QWA
- 2.3. From time to time QWA assets such as weightlifting equipment may become available for use by affiliated weightlifting clubs
- 2.4. This Policy is for assistance with QWA owned equipment only and does include providing grants or loans of money

## **3. Guidelines**

### **3.1. Conditions and Compliance**

Weightlifting clubs using QWA assets must meet the conditions and maintain compliance with these guidelines. Failure to maintain compliance may result in a request for the return of all QWA assets.

### **3.2. Incorporation**

An applicant for QWA assistance must be a constituted weightlifting club which is incorporated in the State of Queensland. The club must maintain compliance with the Associations Incorporation Act, rules of incorporation, including the conduct of Annual General Meetings of its members and the lodgment of annual returns to the relevant Queensland Government Office.

### **3.3. Financial Management**

The applicant club must operate a bank account in the club's name and keep accurate financial records which are presented to the members of the club for inspection at least annually at a General Meeting of members. The funds of the club must be used to further the objects of the club as described within the club's constitution.

### 3.4. Affiliation

The applicant club must meet the requirements for affiliation to the QWA and must maintain affiliation to the QWA from year to year.

### 3.5. Membership

The applicant club must actively seek to recruit and retain members who become registered members of the QWA.

### 3.6. Coach Accreditation

All active weightlifting coaches who are members of the club must ensure the currency of their accreditation and their QWA membership, in order to maintain their personal protection under the insurance coverage provided by the Australian Weightlifting Federation.

### 3.7. Participation in Weightlifting Events

The applicant club must conduct scheduled weightlifting events and/or encourage its members to participate in QWA events.

### 3.8. Insurance and Liability

The club must ensure the security of all QWA assets that are held in the care of the club and arrange adequate insurance coverage, where necessary, for all such QWA assets.

The club must accept liability for damage to QWA equipment caused by incorrect storage or incorrect use. The club will not be held liable for damage caused by normal wear and tear.

## 4. Procedure

4.1. QWA Affiliated Clubs (Clubs) are advised at the time of affiliation and at least once per year in a QWA Newsletter article that the QWA has a *Policy and Guidelines for QWA Assistance with Equipment* and has a (limited) capacity to provide assistance with equipment

4.2. Clubs apply for assistance using the form which is Attachment 1 to this Policy

4.3. The General Manager has delegated authority to decide an application. In making a decision the General Manager will consider:

- (i) How the assistance will aid in the Club's successful development and or
- (ii) How the assistance will aid in the operation of the Club e.g. to hold weightlifting competitions;
- (iii) The period for which the equipment is sought
- (iv) Whether the Club has the capacity to obtain additional equipment from its own resources
- (v) The likelihood that the equipment will be returned at the end of the period

4.4. The General Manager (or delegate) will maintain a register of equipment provided to clubs

4.5. The General Manager will include in the General Manager's monthly report to the Management Committee all decisions made under this policy

4.6. The General Manager may decide to refer an application for assistance to the QWA Management Committee for decision if the Manager determines the request is substantial, or unusual.

Application Form

Note: a copy of the Club's Certificate of Incorporation and a copy of the minutes of the Club's last General Meeting must accompany this form.

Name of Club: \_\_\_\_\_

Club Secretary: \_\_\_\_\_

Email address: \_\_\_\_\_

Club's physical address: \_\_\_\_\_

Number of Club members who are QWA members: \_\_\_\_\_

Inventory of weightlifting equipment currently available to the Club \_\_\_\_\_

Number of training platforms \_\_\_\_\_

Number of Men's Olympic bars \_\_\_\_\_

Number of Women's Olympic bars \_\_\_\_\_

Number of 25kg Olympic discs \_\_\_\_\_

Number of 20kg Olympic discs \_\_\_\_\_

Number of 15kg Olympic discs \_\_\_\_\_

Number of 10kg Olympic discs \_\_\_\_\_

Number of 5kg Olympic discs \_\_\_\_\_

Number of 2.5kg Olympic discs \_\_\_\_\_

Number of 2kg Olympic discs \_\_\_\_\_

Number of 1.5kg Olympic discs \_\_\_\_\_

Number of 1kg Olympic discs \_\_\_\_\_

Number of 0.5kg Olympic discs \_\_\_\_\_

What assistance/equipment is the Club seeking from the QWA and how would receiving this enable the Club to improve its delivery of services to QWA members?

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Period / Length of time this equipment is requested:

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Certification

On behalf of the \_\_\_\_\_ Club/Association,  
I certify that the equipment provided by the QWA will be stored in a safe and secure location, and that  
at the end of the agreed term the equipment will be returned to the QWA.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_