

ANZSLA FUNCTION HOSTING POLICY

1. Policy Statement

- 1.1. ANZSLA is committed to promoting the dissemination and exchange of information concerning sport and the law. To that end, ANZSLA wishes to ensure that its members and other bodies interested in sport and the law have reasonable opportunity to attend endorsed ANZSLA ‘functions’ where this commitment can be met.
- 1.2. ANZSLA will provide endorsement to functions, and hence use of the ANZSLA trademark, where conditions specified within this policy are met.
- 1.3. ANZSLA will consider making available a subsidy towards endorsed functions where applicable.

2. Application of Policy

2.1. Seeking Function Endorsement

- 2.1.1. Functions seeking ANZSLA endorsement, and use of the ANZSLA logo in all advertising, must apply to the ANZSLA office.
- 2.1.2. All applications should be addressed through the ANZSLA Executive Officer and should be received at least 6 weeks prior to the proposed function.
- 2.1.3. The ANZSLA Executive Officer will seek approval for endorsement from those ANZSLA Directors responsible for promoting and controlling ANZSLA functions.
- 2.1.4. In the event that no Directors have responsibility for this role, the President will determine applications for approval of ANZSLA endorsement.
- 2.1.5. Upon a decision being taken, the applicants will be informed through the Executive Officer with sufficient time to plan the function.

2.2. Minimum criteria to receive endorsement

- 2.2.1. Functions are branded and promoted as ‘ANZSLA’ functions. Co-branding of functions, identifying acknowledgement of support and assistance provided by a partner organization(s), may be approved where there are no competing or commercial interests to ANZSLA’s objectives.
- 2.2.2. Admission fees (if any) are to be kept to a minimum. Admission fees should solely recover any expenses incurred in conducting the function.
- 2.2.3. ANZSLA members should be afforded discounted admission fees wherever possible.

2.3. Funding for endorsed functions

- 2.3.1. The ANZSLA Board will determine in its budgetary process each year the amount to be made available for organizations seeking funding for conducting functions.
- 2.3.2. Priority will be given to functions conducted in areas where previous funding has not been provided (Country, State and Regional considerations may be assessed).
- 2.3.3. Application for funding should identify amounts sought in the endorsement process (see 2.1). As a guide, a maximum of \$1000 will be available for any one function. Funding assessment will ensue via the same process as identified in 2.1.
- 2.3.4. Eligible items for funding may include:
 - Venue hire;
 - Light catering (including drinks and light food); and
 - Advertising
- 2.3.5. Ineligible items include:
 - Meals

2.4. Acquittal of endorsement / funding

- 2.4.1. A brief report covering event particulars (including a database of attendees) should be issued to the ANZSLA Executive Officer as soon as is practical after the completion of the function.
- 2.4.2. Approved funding will be provided upon receipt of an invoice (with appropriate receipts attached) to ANZSLA by the Executive Officer. Receipt of invoices should be lodged with the Executive Officer within 60 days of the function being held. Lodgment after that date may result in the Board refusing to authorise payment.

2.5. Function promotion

- 2.5.1. ANZSLA will assist in promoting the function through whatever avenues it has available that are appropriate to the function location and target market (eg website, newsletters)
- 2.5.2. Function organizers should ensure all ANZSLA members are made aware of the seminar through provision of promotional material to the ANZSLA office for dissemination through the ANZSLA electronic database.

3. Policy administration

- 3.1. This policy has been adopted by the Board in accordance with Rule 31 of the ANZSLA Statement of Purposes and Rules and is effective from 21 November 2005.
- 3.2. Any disputes regarding this policy shall be referred to the ANZSLA board for consideration.
- 3.3. This policy shall be reviewed regularly to ensure its continuing validity and effectiveness in meeting ANZSLA's objectives.

Policy adopted by the Board 21/11/05