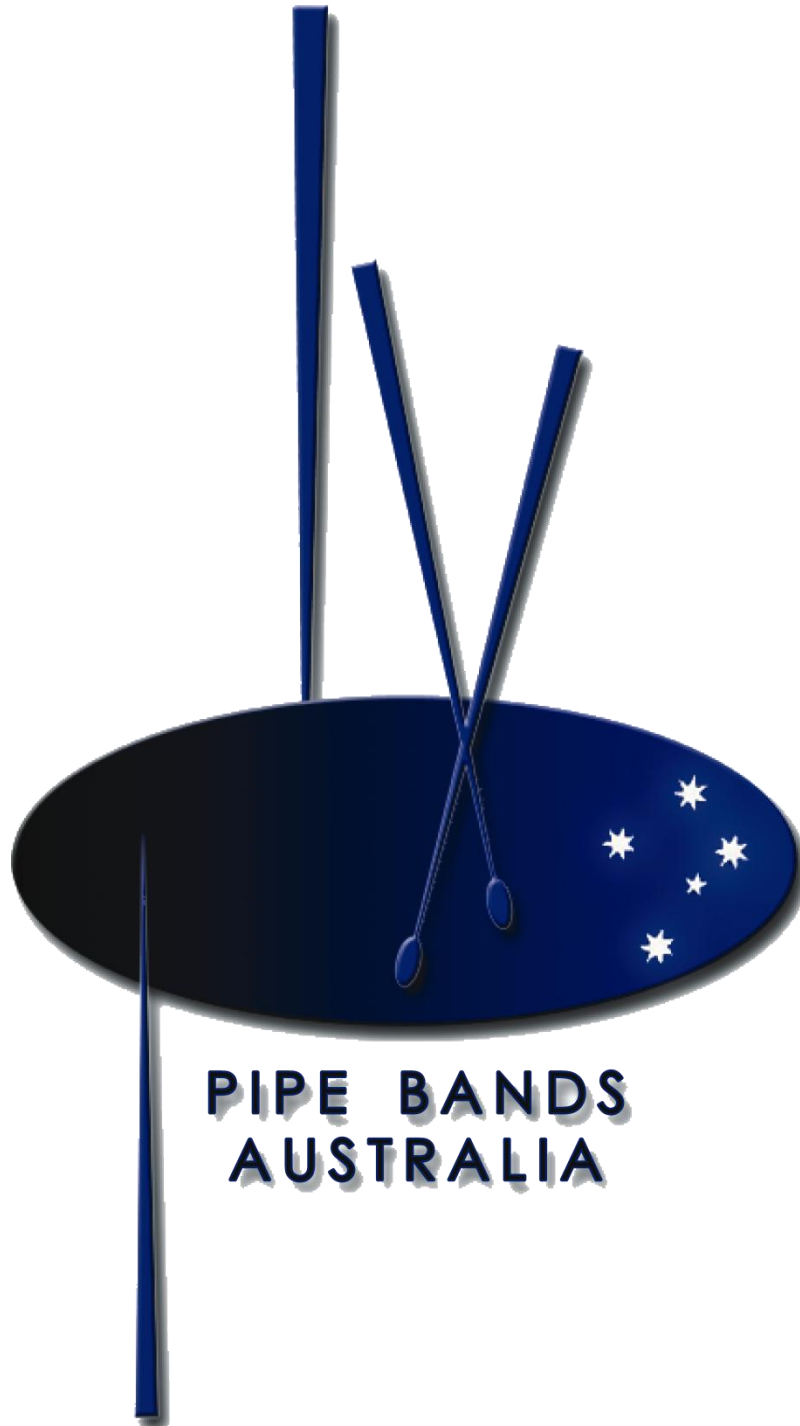


BAND SECRETARY'S HANDBOOK
of

PIPE BANDS AUSTRALIA Inc
(A0035346S)



Adopted 05 April 2014

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Purpose

This manual has been prepared to assist Band Secretaries with the procedures involved in new band registration, band renewal, registration of new players, transfer and clearance of players.

Definitions

- association means Pipe Bands Australia Inc
- Clearance means process of obtaining a prescribed form from the player's previous band stating they are under no financial or other obligation to that band.
- Membership means a member of Pipe Bands Australia Inc
- Registration means process of registering a player with a band or a band registering with Pipe Bands Australia Inc.
- Registered band means a band registered with Pipe Bands Australia Inc

Questions

Questions pertaining to this manual may be referred to:

Registrar, Pipe Bands Australia Inc

Email: registrar@pipebands.asn.au

Address: 13 San Sebastian Boulevard, Port Kennedy. WA 6172

Phone: 08 95940629

Fax: 0895940345

Secretary, Pipe Bands Australia Inc

Email: secretary@pipebands.asn.au

Address: PO Box 248, Seaford. SA 5169

Phone: 083924730

Renewal of Band Registration & Membership

Documentation

Renewal documentation will be sent to a registered band's postal address, as recorded on the association database, in April/May of each year;

Renewal documentation includes:

- Tax invoice
- Band Details sheet
- Registration list

Documents are to be, corrected if necessary, and signed by the band secretary or an authorised band officer.

A new member is required to complete an "Application for Membership/Registration" form.

Refer to Appendix A

A new player is required to complete an "Application for Membership/Registration" form and if necessary, a "Clearance of Registered Player" form.

Refer to Appendix B

Insurance

A registered band must hold or be covered by a current public liability policy of no less than \$20 million.

A *certificate of currency* from your insurance company is required to accompany the renewal documentation. NOTE: This is not the renewal of premium notice from the insurance company.

A band covered by an insurance policy held by a parent body i.e. RSL, school, services or other organisation is required to provide a letter from that body stating coverage.

Tutor(s)/(Instructors)

Bands allocated to Grade 4 or a Juvenile Grade may register one piping and one drumming tutor.

The tutor is required to hold at least the relevant intermediate Certificate of the Australian Pipe Band College or its equivalent recognised by the College.

If your band intends registering a tutor please read the provisions of clause A.3.06 of The Australian Pipe Band Contest Regulation 2012.

A letter nominating tutor(s) to be registered shall be submitted with the renewal documentation.

Documentation to be returned to Registrar, Pipe Bands Australia Inc by 30 June;

- Tax invoice – enter numbers and calculate amount
- Band details sheet – signed by band secretary or authorised band officer

- Registration list – signed by band secretary or authorised band officer, together with Application for membership/registration form(s) and Clearance of Registered Player form(s) if applicable.
- Certificate of Currency (insurance)
- Letter re nominating a tutor(s) if applicable
- Prescribed fee(s)

Financial year

The association’s financial year is 1st July to 30th June.

Un-financial Band/Member

A band that has not renewed their registration by or on 30th June is un-financial and is not entitled to receive the benefits of registration of the association.

A member who has not renewed their membership by or on 30th June is un-financial and is not entitled to receive the benefits of membership of the association.

Registration of a player with a band

New registration

1. The “Application for Membership/Registration” form has the dual purpose of;
 - a. membership and
 - b. registration for competition.
2. The form is a legal document and must be completed by the person applying for membership/registration.
 - a. All sections of the form are to be completed. Failure to complete all sections will result in the form being returned, and/or a delay in processing the application.
 - b. A person under 18 years of age at the time of registration must sign the application and have it counter signed by a parent or legal guardian duly authorised.
3. The prescribed fee must accompany the application for membership.

Transfer/Clearance

1. A player registered with a band and joining another band must obtain a clearance from their previous band.
2. The prescribed transfer fee must accompany the clearance.

3. If the player is not a current financial member, the prescribed membership fee must accompany the registration form.
4. A clearance is not required from a player from an overseas Association.
5. Intra band transfers do not require a fee. An “Application for Membership/Registration” form is required.
6. While obtaining a clearance is the responsibility of the player, it is recommended that Band Secretaries retain a copy of the clearance form in their file.
7. A Band Secretary signing a clearance form for a player acknowledges that the player is not under any financial or other obligation.

Forms

Forms are available on the Pipe Bands Australia website at www.pipebands.asn.au

- Application for Membership/Registration form
- Clearance form

Prescribed Fees and Payment

Prescribed Fees

The association determines its prescribed fees from time to time, and communicates the information to Branch Secretaries for notification of bands.

Method of Payment

Before making payment it is **strongly** recommended contacting the Registrar for an invoice number. This number must be used as the reference for EFT or payment at a bank branch.

Prescribed fees may be paid by the following methods;

- Cheque
Cheques are made payable to *Pipe Bands Australia Inc*
- Money Order
Money Orders are made payable to *Pipe Bands Australia Inc*
- Electronic Funds Transfer
The association’s bank details are available on the Pipe Bands Australia website www.pipebands.asn.au
A copy of the EFT receipt must be emailed to the Registrar.
- Payment at bank branch.
Payment may be made over the counter at any Commonwealth Bank branch. Depositor must have the BSB, account number and a reference number. I.e invoice number.
A copy of the receipt must be emailed to the Registrar.
- Cash is not an acceptable method of payment.

Membership/Registration Processing

An “Application for Membership/Registration” form will only be processed when the Registrar has received correctly completed documentation accompanied by the prescribed fee(s).

New Band Registration

A band secretary or authorised person registering a new band;

Must apply through a branch of Pipe Bands Australia Inc. A letter seeking registration is remitted to the branch secretary, enclosing a copy of your band constitution.

Requirements

- A band requesting registration with the association is required to have a minimum seven players registered with the association and public liability insurance of \$20 million.

After a branch has approved a band’s application, the documentation listed below is to be provided to the Registrar, Pipe Bands Australia Inc;

- Band details form
- Certificate of currency (stating band has \$20 million public liability cover)
- Names of registered players or alternatively, completed “Application for Membership/Registration” form(s)
- Prescribed fee(s)

For assistance with processing documentation contact: Registrar, Pipe Bands Australia Inc.

New Member

A person wishing to become a member of the association may apply for membership by completing an “Application for Membership/Registration” form and submitting it with the prescribed fee to Registrar, Pipe Bands Australia Inc.

The form is a legal document and must be completed by the person applying for membership/registration.

- a. All sections of the form are to be completed. Failure to complete all sections will result in the form being returned, and/or a delay in processing the application.
- b. A person under 18 years of age at the time of registration must sign the application and have it counter signed by a parent or legal guardian duly authorised.

Common problems that may cause delays with the processing of Membership/Registration and clearances

- Application for Membership/Registration form is not completed if;
 - Date of birth is missing
 - Middle names are missing (if applicable)
- Reference number not noted on EFT payment.
- Documentation received without accompanying prescribed payment.
- Application for Membership/Registration form received with prescribed payment but without clearance form.
- Invoice numbers not being requested prior to payment.

Frequently asked questions

What is financial or other obligation?

- Financial obligation can mean a player owing money to the band.
- Other obligation can mean uniform or equipment.

Does a band have to issue a clearance to a player if requested?

- Yes providing the player has no financial or other obligations to the band.

Should bands clear players that are no longer members of the band?

- Yes. If the player has no financial or other obligation, the band secretary or authorised band officer should provide the player with a clearance form duly signed.

A player wants to be registered with our band but does not have a clearance form from their previous which is no longer registered with the association.

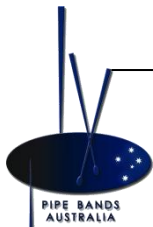
- A clearance form is not required due to the band not being registered with the association.

A player has not been a member of any band for 5 years. Is a clearance form required from their previous band?

- If the previous band is registered with the association, yes.

Who can sign a clearance form?

Clearance forms can be signed by the Band Secretary or an authorised band officer.



Pipe Bands Australia Inc

Application for Membership/Registration

Applicant details

Family Name			
Given Names			
Preferred Name			
Previous Family Name (if applicable)			
Date of Birth			
Address line 1			
Address line 2			
City/Town/Suburb		Postcode	State
Telephone			
Mobile Phone			
E-mail			

The association will use and retain the information on this sheet for its proper purposes only and will not release, permit access to or publish it or any part of it other than the name without the consent of the member to whom it relates or that member's attorney or guardian, or, if the member is not of full legal age, a parent or guardian of that member.

MEMBERSHIP

I, the applicant detailed above, hereby apply for membership of **Pipe Bands Australia Inc**. I agree, if admitted to membership, to support its purposes, and to be bound by the Rules of the association from time to time in force.

I consent to the association using any images it may have or obtain in which I appear for its purposes provided that there is no identification of me without my permission.

I appoint the address of the Secretary for the time being of the Band of which I am a registered member as my address for service of notices from the association.

If you are at any time not registered with a Band or if you wish to receive notices directly you may so advise the Registrar.

Date	Signature of applicant		
If the applicant is not of full legal capacity (whether by age or another reason) this form must be signed also by a Parent or Guardian duly authorised: I confirm my approval of this application and undertake that the applicant's obligations will be observed.			
Signature	Parent* Guardian*	Please indicate which applies.	

REGISTRATION

I, the Secretary of the Band specified below, hereby request that the applicant be registered as a player in the specified Band.

Band		Instrument
Date	Band Secretary (print)	Signature

Please forward this application, with the appropriate fee, to the Registrar, Pipe Bands Australia.

R Riley 13 San Sebastian Blvd, Port Kennedy W A 6172
Ph 08 9594 0629 Fax 08 9594 0345 Email: registrar@pipebands.asn.au

Office Use

Received	Recorded	Payment Details	Amount

Applications for Membership

1. In accordance with Rule 8.4, it is prescribed that applications for membership shall be in the form of Appendix A attached.
2. An application by a person not being of full legal capacity, whether by reason of age or otherwise, shall be counter-signed, as appropriate, by a parent or validly appointed guardian of the applicant.
3. It is not required, though normal, that an applicant nominates a Band of registration in an application for membership of the association.



Pipe Bands Australia Inc

Clearance of Registered Player

Band to which player is registered:

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Player details

Family name	
Given names	
Date of birth	
Address line 1	
Address line 2	
City/Town/Suburb	
State	
Postcode	

Certificate of Clearance

I certify that the player whose details appear above is under no financial or other obligation to the band, and is hereby cleared from the band.

Signature of authorised band officer	X
Date	
Name of authorised band officer	X
Office held	X

Please return completed copy of this form to the Registrar, Pipe Bands Australia.
 R Riley 13 San Sebastian Blvd, Port Kennedy W A 6172
 Ph 08 9594 0629 Fax 08 9594 0345 Email: registrar@pipebands.asn.au

Office use

Received	Recorded		