

**Club reaffiliation process**

Squash New Zealand and the 11 squash districts are incorporated societies established to serve the needs of their respective member organisations. All squash clubs are encouraged to affiliate (as a member club) to both Squash New Zealand their local district. From time to time a club may chose/need to disaffiliate. The following process details how a club can reaffiliate.

**Process**

1. A prospective club must apply in writing (filling out the membership application form) to both its local district and Squash New Zealand. Applications must include: full name, key contacts, number and type of courts, membership details, colours, constitution and SEM declaration.
2. Squash New Zealand and the local district will together consider the application from the club to reaffiliate
3. Once approved, club committee members are added to iSquash and any required training provided to enable full use of iSquash

**Subsidy**

Any club reaffiliating after a period of more than three years is eligible for a reaffiliation fee subsidy. The subsidy will be 50% of the cost of the Squash New Zealand affiliation levy for two years or part thereof (Squash NZ affiliation period is October 1 to September 30) based on Senior Equivalent Membership calculation from the club’s previous financial year & Grading List Levy.

A district may offer to subsidise their affiliation levy (invoiced separately) in addition to the Squash New Zealand subsidy. Clubs are encouraged to make this enquiry directly to their district.

**Example of how affiliation fees and grading levies are calculated**

|  |  |  |
| --- | --- | --- |
| SEM Declaration |  | Grading Levy |
|  |  |  |
| Club squash income | $10,000.00 |  | Senior graded players | 25 |
| Senior subscription | $250.00 |  | Junior graded players | 5 |
| SEM number | 40 |  | Leisure players | 20 |

**Squash New Zealand levy is made up as follows (using 2020 affiliation/levy rates):**

|  |  |  |
| --- | --- | --- |
| SEM affiliation levy | 40 x $27.15 = | $1086.00 |
| Senior grading list levy | 25 x $12.95 = | $323.75 |
| Junior grading list levy | 5 x $5.50 = | $27.50 |
| TOTAL | = | $1437.25 + GST |
| SUBSIDY | = | $718.62 + GST |

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**Reaffiliation subsidy application form**

Club and district to complete this form and return to Squash New Zealand (admin@squashnz.co.nz)

APPLICATION DATE Click here to enter a date.

CLUB CONTACT DETAILS

|  |  |
| --- | --- |
| **Name of club** | Click here to enter text. |
| **Street Address** | Click here to enter text. |
| **Postal Address** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |
| **Website** | Click here to enter text. |
| **Number of courts** | Click here to enter text. |
| **Number of glass-backs** | Click here to enter text. |

CLUB MEMBERSHIP DETAILS

*Please enter numbers only. Juniors are considered 18 years and under*

|  |  |
| --- | --- |
| **Total Members** | Click here to enter text. |
| **Senior Males** | Click here to enter text. |
| **Junior Males** | Click here to enter text. |
| **Senior Females** | Click here to enter text. |
| **Junior Females** | Click here to enter text. |

COMMITTEE CONTACT DETAILS

*Please provide the contact details of the Club President, Secretary, Treasurer, Statistician and at least one other contact*

Club President

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |
| **Date of Birth** | Click here to enter text. |

Club Secretary

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |
| **Date of Birth** | Click here to enter text. |

Club Treasurer

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |
| **Date of Birth** | Click here to enter text. |

Club Statistician

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |
| **Date of Birth** | Click here to enter text. |

Other Contact

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Role** | Click here to enter text. |
| **Phone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |
| **Date of Birth:** | Click here to enter text. |

**DISTRICT CONFIRMATION**

**Choose an item.** confirms that the above information is true and accurate and supports this club’s reaffiliation grant request. The district will also be offering a reaffiliation subsidy of Click here to enter text.%.

|  |  |
| --- | --- |
| **Name** |  |
| **District position** |  |
| **Current District Affiliation Fee** |  |
| **Month Affiliation Fees Invoiced Annually** |  |
| **First Affiliation Period** |  |
| **End of Subsidy Period** |  |

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| **Squash New Zealand Senior Equivalent Member (SEM) Declaration form** |
| For the purposes of setting annual affiliation fees, all squash clubs are required to submit a subscription declaration to Squash New Zealand by **July 31st** each year. |
|  |
| Affiliation levies are set using the SEM & Grading list ley model. The SEM component is calculated using a club’s total squash revenue divided by the senior subscription (excluding GST). Grading list numbers are generated from iSquash on July 31 each year.  |
|  |
| **CLUB SEM DECLARATION** |
| **CLUB INFORMATION** |  |  |
| Full Name of Club |   |   |
| Club Code |   |   |
| Club GST Number |   |   |
| Name of Person Completing this form |   |   |
| Contact Phone Number (Day) |   |   |
| Email Address |  |   |
| Club Financial Balance Date |   |   |
| Date Declaration completed |   |   |
|   |  |  |
| **TOTAL INCOME** | **$ EXCL. GST** | **EXAMPLE CLUB** |
| Total subscription income | $ | $27,500.00 |
| Total other squash court income | $ | $5,320.00 |
|   |   |  |
| **TOTAL SQUASH REVENUE(Total A - Excluding GST)** | $ | $32,820.00 |
|  |   |   |
| **ANNUAL SENIOR SUBSCRIPTION(Total B - Excluding GST)** | $ | $245.00 |
|  |   |   |
| **SUB TOTAL(Total C = Total A / Total B)**  |  | 134 |
|  |   |   |
| **TOTAL FREE OR CONTRA SUBSCRIPTIONS(Total D = Number of People)** |  | 4 |
|  |   |   |
| **CLUB SEM NUMBER(Total C + Total D)** |  | **138** |
|  |  |  |

**Definitions**
**Total Subscriptions Includes**

**Annual Membership Subscriptions**: Senior, Junior, Married, Family, Couples, Company and Corporate, Social etc. whether paid either as a lump sum or by instalments.

**Total Other Squash Court Use Revenue**

**Casual Member Fees**: Court fees from players using courts on a “pay to play” or “pay per game” basis.

**Visitor Fees**: Court fees paid by or for guests of club members.

**Court Hire Fees**: Income from the hire of the club’s courts, to members of the public, business houses or other similar groups, but not income from court hire to schools.

**Business House Fees**: Net court income from payments by business firms for the use of the club’s squash courts.

**Free or Contra Subscriptions**

Payments “in kind” which stand in place of a normal cash subscription. For example, where a club member provides goods or services to the club (directly or indirectly) in lieu of a cash payment, free membership to coaches, players, advertisers and sponsors.

***Note:*** *Squash Revenue does NOT include: bar/kitchen income, raffle income, pro-shop sales, grants from local councils and local licensing trusts, advertising and sponsorship income, tournament entry fees and sponsorship.*

**Annual Senior Subscription**

For the purposes of this declaration, the senior squash subscription is GST exclusive and is defined as the normal basic senior subscription (excluding interclub fees) paid by an individual club member, entitling them access to the premises, use of the club’s squash courts and participation in Squash New Zealand graded competitions.

In the event of any dispute over the interpretation of squash revenue or senior subscription, the decision of the Squash NZ Board shall be final. Clubs may be requested to provide Squash NZ with their annual financial accounts in support of their declaration.