

**REGISTRATION  
& MEMBERSHIP  
GUIDELINES  
2024**

**DISCLAIMER:** The information and materials contained within this document are owned by Inspire Events Australia and may only be used by current FISAF members. Copying or sharing any or all of this document for any other purpose other than FISAF Australia participation, or by anyone who isn't a current FISAF member is strictly prohibited.

# TABLE OF CONTENTS

REGISTRATION & MEMBERSHIP REQUIREMENTS .....	4
CLUB REGISTRATION REQUIREMENTS.....	4
HOW TO REGISTER YOUR CLUB .....	5
SCHOOL REGISTRATION REQUIREMENTS .....	11
HOW TO REGISTER YOUR SCHOOL .....	12

# REGISTRATION & MEMBERSHIP REQUIREMENTS

FISAF Australia is dedicated to the development, promotion and regulation of Sport Aerobics in Australia and prides itself on providing excellent service to its members.

The FISAF registration system enables FISAF to maintain a database of all its members which facilitates the provision of relevant products and services to all members. FISAF Australia exists to serve its members and is dedicated to the development, promotion and regulation of FISAF Sports Aerobics within Australia.

To be a registered member (whether club, school or individual member), all registrations & memberships must be paid in full by the required due date. All registrations and memberships must be valid at all times whilst presenting as a FISAF Australia member to the public. All registrations & memberships must be renewed annually.

## CLUB REGISTRATION REQUIREMENTS

- Club Name Approval
  - It is important that club names do not pose a conflict to FISAF Australia or any of its existing members (including clubs, schools, and individual athletes) for the benefit of its code. Conflicts can lead to confusion and go against the best interests of other members and stakeholders involved in our sport. In line with this, club names will be subject to approval by FISAF Australia to enable them to successfully register and participate in competitions. Clubs will not be permitted to register if their club name contains any of the below:
    - State/Territory
    - Capital City
    - Region other than a town/city name (such as Southeast Queensland, or Southern Australia).
    - This includes clubs seeking to register as an abbreviated version of their full name that contains (by way of inference or directly) a Capital City/State/Country name
      - Clubs who have their unique club name followed by the State they are located in are exempt from this rule.
- Any club that has two or more registered athletes (under the age of 18) that reside in a different state to the registered club, must register an additional club in that state and fulfill all requirements of FISAF Australia club registrations
- Athletes under 18 must have a registered coach from their club present for all training sessions and at all competitions. To be clear, this cannot be a coach from a club other than their own club
- International Stream athletes and/ National Stream adult athletes may be trained by the coach of their choice (within Australia). If this coach resides in a different state to the athlete, then approval must first be obtained from FISAF Australia (via the Executive and Technical Committees). Upon approval, any relevant rule provisions will be provided by FISAF Australia, which must be abided by throughout the season. Approval must be granted on a season-by-season basis
- Athletes youth age and below, competing in the Elementary and/ National Streams will not be considered for approval to be coached by someone outside of the state in which they reside, unless there are extenuating circumstances. This will be determined on a case-by-case basis.

Acceptances for new and current club registrations for the 2024 season will be considered based on the above requirements (but not limited to) being fulfilled.

The cost of the 2024 registration is **\$75.00** per club per annual year. This cost covers 1 x coach membership, as well as free access to use the 2024 music uploader account.

Club registrations for 2024 will open on **Friday 8<sup>th</sup> December 2023.**

Club registrations for 2024 **must** be completed prior to **Wednesday 24<sup>th</sup> January 2024.**

### **PLEASE NOTE:**

- The cost for *late* club registrations, purchased from Thursday 25<sup>th</sup> January 2024, will be charged at **\$125.00** per club per annual year
- Event entries cannot be submitted until your club registration has been complete
- Club members will not be able to select their particular club from the drop-down box when completing their individual memberships until club registration has been complete.

# HOW TO REGISTER YOUR CLUB

It is important to note that clubs & Schools (competing in the School, Elementary, National & or International Stream's) must register their club/studio **prior** to athletes completing their own individual memberships. Your club will not show on the club affiliation drop down box unless your registration is confirmed.

- **IMPORTANT:**

- The cost of a 2024 Club Registration covers 1 x coach membership, as well as free access to use the 2024 music uploader account.

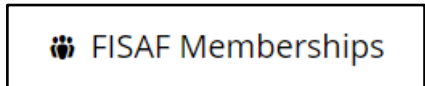
To complete a new club registration, follow the steps below:

## STEP 1:

Go to our website: [www.fisafaustralia.com.au](http://www.fisafaustralia.com.au)

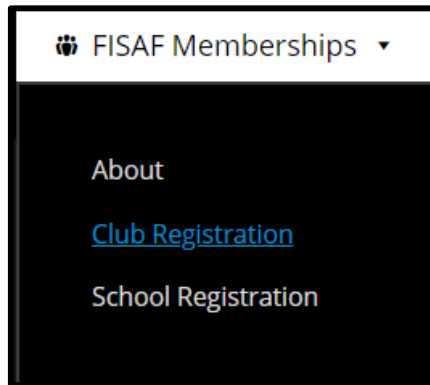
## STEP 2:

Click on the 'FISAF Memberships' button, located on the top page menu.



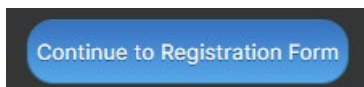
## STEP 3:

Click on 'Club Registration.'



## STEP 4:

Read the provided information carefully, then select "continue to registration form".



## STEP 5:

Complete the required 'Business Details.'

Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

### BUSINESS DETAILS

---

**Business Name \***

Please provide your official Registered Club Name.

**Business ABN \***

**Business Address \***

Street Address

Street Address Line 2

<input type="text"/> Suburb	<input type="text"/> State
<input type="text"/> Post Code	<input type="text" value="Australia"/> Country


**Business Website \***

If your business does not have a website, please provide your Facebook or Instagram URL in this box.

**Facebook URL**


**Instagram URL**

**Club Logo Image Upload**

  
**Browse Files**  
Drag and drop files here

Your logo may be used for marketing & development purposes

**Business Public Liability Insurance/Certificate of Currency \***

  
**Browse Files**  
Drag and drop files here

**Music Licence \***

 By ticking this box, you confirm your Club holds the necessary Music Licence for the 2024 Competition Season.

**STEP 6:**

Complete the required 'CONTACT DETAILS (STUDIO OWNER DETAILS).'

Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

**CONTACT DETAILS (STUDIO OWNER DETAILS)**

Coach/Coordinator Name \*

First Name Last Name

Contact Gender \*

Please Select

Contact Date of Birth \*

DD-MM-YYYY

Date

Contact E-mail \*

ex: myname@example.com

example@example.com

Contact Mobile Number \*

0000000000

Please enter a valid phone number.

Contact Home Address \*

Street Address

Street Address Line 2

Suburb State

Post Code Country

Country: Australia

Contact First Aid Cert \*

Browse Files

Drag and drop files here

Contact Working With Children \*

Browse Files

Drag and drop files here

Photo ID \*

Browse Files

Drag and drop files here

Back Next

# STEP 7:

Carefully read the 2024 Policy Documents, then fill out the required fields:  
Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

## PARTICIPATION AGREEMENTS

---

Please carefully read the 2024 Policy Documents linked below:

- [Child Safety & Wellbeing Policy](#)
- [Event Participation Policy](#)
- [Event Photography & Film Policy](#)
- [Refunds Policy](#)
- [Code of Conduct](#)
- [Conditions of Entry](#)
- [Privacy Policy](#)
- [Grievance Policy](#)
- [Participation Waiver](#)

By ticking this box & signing below, you confirm your understanding and acceptance of the acknowledgements, declarations and agreements in the 2024 Policies. \*

Name \*

<input type="text"/>	<input type="text"/>
First Name	Last Name

Signature \*

Date \*

Date

[Back](#) [Next](#)



## STEP 8:

Complete the 'REGISTRATION PAYMENT DETAILS' & 'BILLING DETAILS.'  
Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

### REGISTRATION PAYMENT DETAILS

---

**2024 Club Registration** **\$68.18 AUD**  
\$75.00 for each year (Inc. GST)

---

Subtotal	\$68.18 AUD
GST	\$6.82 AUD
<b>Total</b>	<b>\$75.00 AUD</b>

### BILLING ADDRESS

---

Country

Full name  
   
First Name Last Name

Company Name

E-mail Address  
  
example@example.com

Mobile Number  
  
Please enter a valid phone number.

Address  
  
Street Address

Street Address Line 2

Suburb State

Post Code Country

SHIP TO A DIFFERENT ADDRESS? \*

## STEP 9:

Complete your 2024 Club Registration PAYMENT:

**FISAF AUSTRALIA**  
SPORT AEROBICS

Pay Inspire Events Australia Pty Ltd (FISAF Australia)

# A\$75.00

2024 Club Registration	A\$68.18
Subtotal	A\$68.18
Tax (10%)	A\$6.82
<b>Total due</b>	<b>A\$75.00</b>

Powered by stripe | [Terms](#) | [Privacy](#)

**G Pay** | **Pay with link** ⇒

Or pay with card

Email: admin@fisafaustralia.com.au | [Log in](#)

Card information

1234 1234 1234 1234 |

MM / YY | CVC |

Cardholder name

Full name on card

Country or region

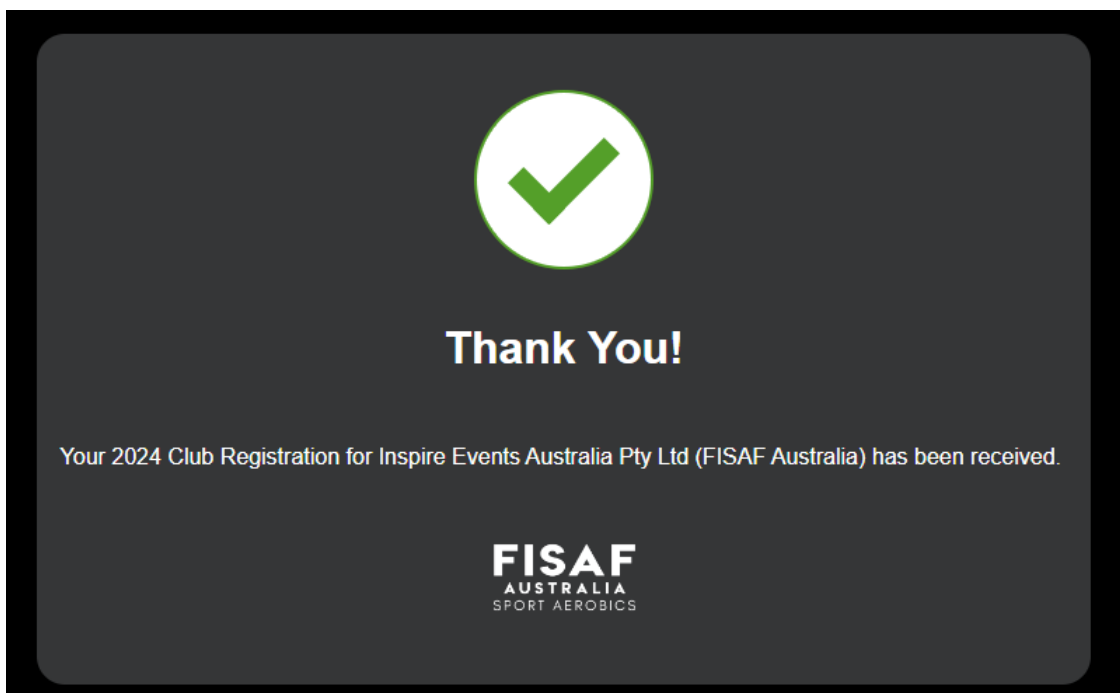
Australia ▼

**Pay**

Notwithstanding the logo displayed above, when paying with a co-branded eftpos debit card, your payment may be processed through either card network.

## STEP 10:

When payment has been processed & accepted, your screen will return to the Jotform page and will show the following screen:



**Please Note:** You will receive an email confirmation with your invoice attached, as well as, a separate email with your Stripe receipt.

# SCHOOL REGISTRATION REQUIREMENTS

- Every school entering the 'FISAF Schools Stream' must have a valid FISAF Australia registration for that campus
- Every school registration must be approved and endorsed by an appropriate school representative (Principle & or School Employee)
- Every child in a school team entering the 'FISAF Schools Stream' must be from the same school
- Every child in a school team entering the 'FISAF School Stream' must represent the school that they are enrolled in and actively attending
- Schools may enter more than one team in any section, however all teams must have a defining team name
  - All team names must be submitted in the box provided on your competition entry forms

The cost of a school registration is dependent on the total number of athletes participating in your aerobics program. School Stream memberships are strictly for those athletes/coaches participating in the 'School Stream' only. The cost for 2024 School Registration are as follows:

0 – 10	Total Coaches & Athletes =	\$50
11 – 25	Total Coaches & Athletes =	\$75
26 – 50	Total Coaches & Athletes =	\$125
51 – 75	Total Coaches & Athletes =	\$175
76 – 100	Total Coaches & Athletes =	\$225
101 – 125	Total Coaches & Athletes =	\$275
126+	Total Coaches & Athletes =	\$325

This cost covers all participating school athletes and school employees (teachers & principles only, this does not cover contracted coaches). This cost also covers free access to use the 2024 music uploader account.

School registrations for 2024 will open on **Friday 8<sup>th</sup> December 2023.**

School registrations for 2024 must be completed prior to **Sunday 10<sup>th</sup> March 2024.**

## **PLEASE NOTE:**

- The cost for *late* school registrations, purchased from Monday 11<sup>th</sup> March 2024, will incur an additional cost of **\$25.00** per pricing bracket (see above for pricing bracket details)
- Event entries cannot be submitted until your school registration has been complete
- **The School Stream Registration only covers athletes/teams competing in the School Stream.** Any Athletes/Teams who are representing their school whilst competing in the Elementary, National & or International Streams, **must** complete an Individual Membership.
- School members will not be able to select their particular school from the drop-down box when completing their individual memberships until school registration has been complete.

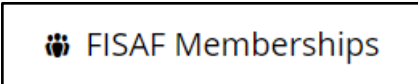
# HOW TO REGISTER YOUR SCHOOL

## STEP 1:

Go to our website: [www.fisafaustralia.com.au](http://www.fisafaustralia.com.au)

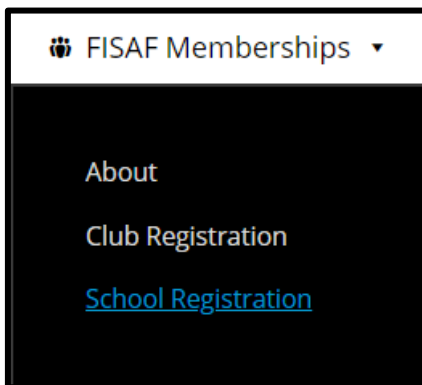
## STEP 2:

Click on the 'FISAF Memberships' button, located on the top page menu.

A rectangular button with a black border containing the FISAF logo and the text "FISAF Memberships".

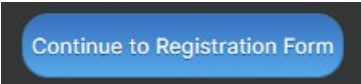
## STEP 3:

Click on 'School Registration.'



## STEP 4:

Read the provided information carefully, then select "continue to registration form".

A blue rounded rectangular button with white text that says "Continue to Registration Form".

## STEP 5:

Complete the required 'School Details.'

Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

### SCHOOL DETAILS

---

School Name \*

School ABN \*

School Address \*

Street Address

Street Address Line 2

Suburb

State


Post Code

Country

School Website \*

Facebook URL

School Logo Image Upload



**Browse Files**  
Drag and drop files here

Your School logo may be used for marketing & development purposes

Music Licence \*

 By ticking this box, you confirm your School holds the necessary Music Licence for the 2024 Competition Season.

Back Next

**STEP 6:**

Complete the required 'CONTACT DETAILS (SCHOOL COORDINATOR DETAILS).'

Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

**CONTACT DETAILS (SCHOOL COORDINATOR DETAILS)**  
Please provide the details for the main contact person:

---

**Coach/Coordinator Name \***

First Name Last Name

**Contact Gender \***

**Contact Date of Birth \***

Date

**Contact E-mail \***

example@example.com

**Contact Mobile Number \***

Please enter a valid phone number.

**Contact Home Address \***

Street Address

Street Address Line 2

Suburb State

Post Code Country

**Contact First Aid Cert \***

Drag and drop files here

**Contact Working With Children \***

Drag and drop files here

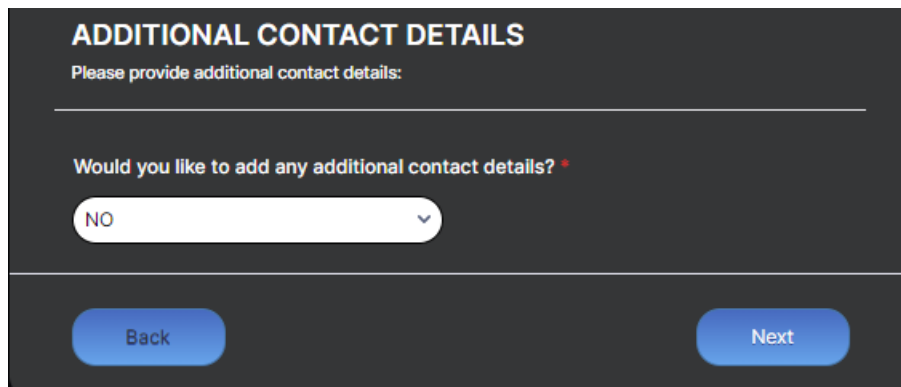
**Photo ID \***

Drag and drop files here

## STEP 7:

Complete the required 'ADDITIONAL CONTACT DETAILS.'  
Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

If there are no additional contacts to be included, you can click on Next to proceed:



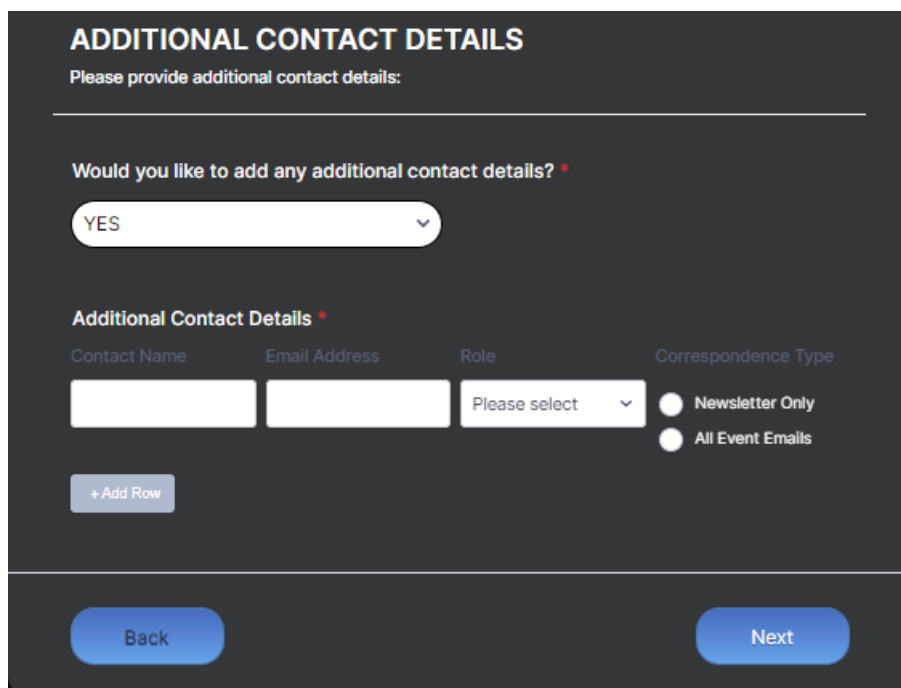
**ADDITIONAL CONTACT DETAILS**  
Please provide additional contact details:

Would you like to add any additional contact details? \*

NO

Back Next

If additional contacts are to be included, please provide the additional contact information.  
Please include contact name, email address, role & correspondence Type:



**ADDITIONAL CONTACT DETAILS**  
Please provide additional contact details:

Would you like to add any additional contact details? \*

YES

**Additional Contact Details \***

Contact Name	Email Address	Role	Correspondence Type
<input type="text"/>	<input type="text"/>	Please select	<input type="radio"/> Newsletter Only <input type="radio"/> All Event Emails

+ Add Row

Back Next

# STEP 8:

Carefully read the 2024 Policy Documents, then fill out the required fields:  
Please note, all fields with an asterisk (\*) are **REQUIRED** fields and **MUST** be completed.

## PARTICIPATION AGREEMENTS

---

Please carefully read the 2024 Policy Documents linked below:

- [Child Safety & Wellbeing Policy](#)
- [Event Participation Policy](#)
- [Event Photography & Film Policy](#)
- [Refunds Policy](#)
- [Code of Conduct](#)
- [Conditions of Entry](#)
- [Privacy Policy](#)
- [Grievance Policy](#)
- [Participation Waiver](#)
- [School Stream Registration - Terms & Conditions](#)

By ticking this box & signing below, you confirm your understanding and acceptance of the acknowledgements, declarations and agreements in the 2024 Policies. \*

Name \*

Last Name

Signature \*

Date \*

Date



## STEP 9:

Select your Payment Option, CREDIT CARD **OR** INVOICE/ALTERNATIVE ARRANGEMENT, then select your TOTAL PARTICIPANTS:

Payment Option \*

Credit Card

Invoice/alternative arrangement

2024 School Registration - Credit Card Payment Option \*

<input type="radio"/> School Registration: 0 - 10 Participants Total Coaches & Athletes	\$50.00 AUD
<input type="radio"/> School Registration: 11 - 25 Participants Total Coaches & Athletes	\$75.00 AUD
<input type="radio"/> School Registration: 26 - 50 Participants Total Coaches & Athletes	\$125.00 AUD
<input type="radio"/> School Registration: 51 - 75 Participants Total Coaches & Athletes	\$175.00 AUD
<input type="radio"/> School Registration: 76 - 100 Participants Total Coaches & Athletes	\$225.00 AUD
<input type="radio"/> School Registration: 101 - 125 Participants Total Coaches & Athletes	\$275.00 AUD
<input type="radio"/> School Registration: 126+ Participants Total Coaches & Athletes	\$325.00 AUD

Total \$0.00 AUD

Payment Option \*

Credit Card

Invoice/alternative arrangement

2024 School Registration - Invoice Payment Option \*

- 0 - 10 Total Coaches & Athletes - \$50.00 AUD for each year
- 11 - 25 Total Coaches & Athletes - \$75.00 AUD for each year
- 26 - 50 Total Coaches & Athletes - \$125.00 AUD for each year
- 51 - 75 Total Coaches & Athletes - \$175.00 AUD for each year
- 76 - 100 Total Coaches & Athletes - \$225.00 AUD for each year
- 101 - 125 Total Coaches & Athletes - \$275.00 AUD for each year
- 126 + Total Coaches & Athletes - \$325.00 AUD for each year

## STEP 11:

Check the pre-filled 'BILLING ADDRESS' fields provided.

BILLING ADDRESS

Country  
Australia

Full name  
Jacob Hanson  
First Name Last Name

Company Name  
Inspire Events Australia Pty Ltd (FISAF)

E-mail Address  
admin@fisfaustralia.com.au  
example@company.com

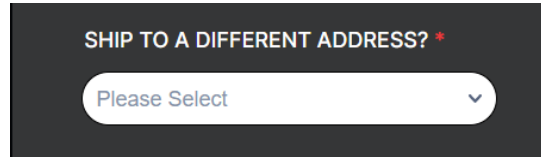
Mobile Number  
0738236705  
Please enter a valid phone number.

Address  
Indulge 1 Studios  
Street Address  
5 Veronica Street  
Street Address Line 2

Capitalba QLD  
Suburb State  
4157 Australia  
Post Code Country

## STEP 12:

Select "Ship to a different address?" Option:

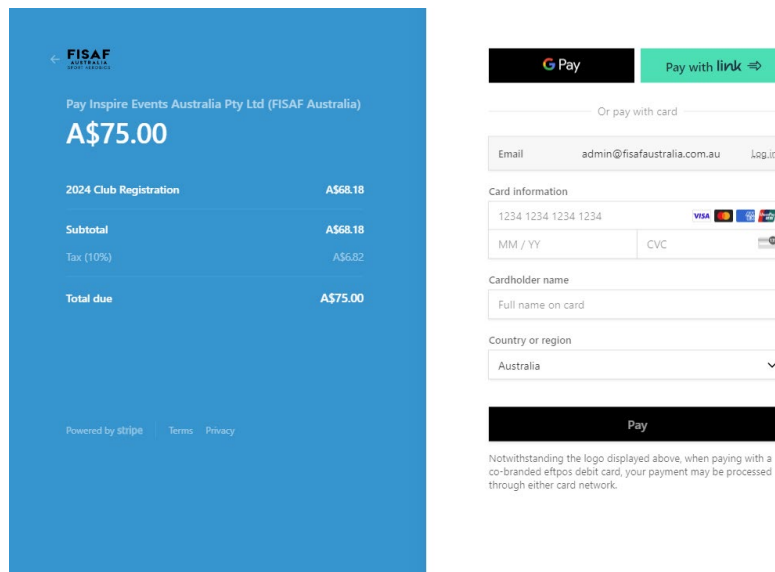


A dark grey rectangular box containing the text "SHIP TO A DIFFERENT ADDRESS? \*" in white. Below the text is a white rounded rectangle with the text "Please Select" and a small downward-pointing chevron icon on the right side.

If selected, YES: Complete the "SHIPPING ADDRESS" fields provided.

## STEP 13:

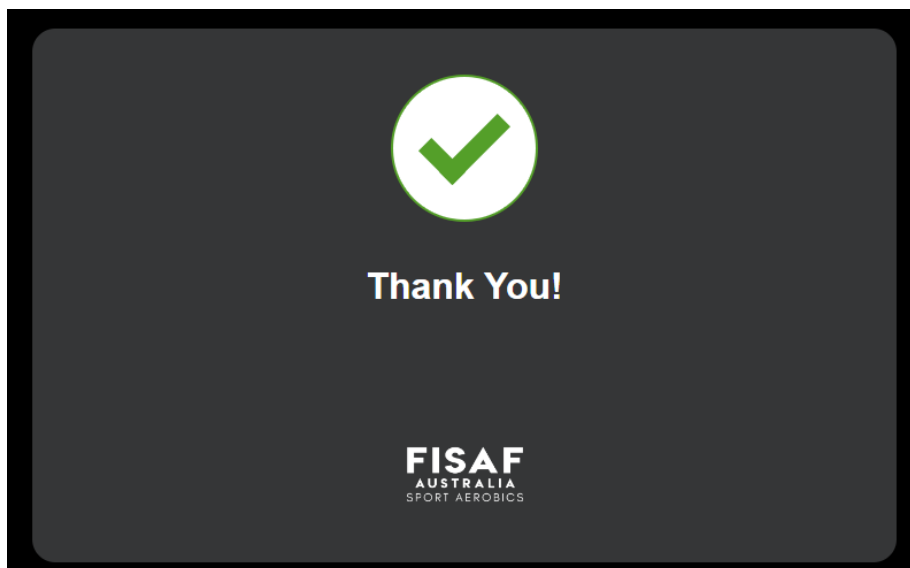
IF paying via CREDIT CARD, you will be required to complete your 2024 School Registration PAYMENT:



The image shows two side-by-side screenshots of a payment interface. The left screenshot is a blue background with white text. It displays the FISAF Australia logo at the top left, followed by "Pay Inspire Events Australia Pty Ltd (FISAF Australia)" and a large "A\$75.00". Below this is a table with two columns: item name and amount. The items are "2024 Club Registration" (A\$68.18), "Subtotal" (A\$68.18), "Tax (10%)" (A\$6.82), and "Total due" (A\$75.00). At the bottom, it says "Powered by stripe" with links for "Terms" and "Privacy". The right screenshot is a white background with a dark grey header containing "Pay" and "Pay with link =>". Below the header is a section "Or pay with card" with an input field for "Email" containing "admin@fisafaustalia.com.au" and a "Log in" link. Underneath is "Card information" with a card number field (1234 1234 1234 1234), "MM / YY" and "CVC" fields, and logos for VISA, Mastercard, and American Express. Below that is "Cardholder name" with a "Full name on card" field, and "Country or region" with a dropdown menu set to "Australia". At the bottom is a dark grey "Pay" button. A small disclaimer at the very bottom reads: "Notwithstanding the logo displayed above, when paying with a co-branded eftpos debit card, your payment may be processed through either card network."

## STEP 14:

When your registration is complete & accepted, your screen will return to the Jotform page and will show the following screen:



**Please Note:** You will receive an email confirmation with your invoice attached.