

Circular

Title:	Governance, Grants and Reminders
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Audience:	Club Presidents/School Directors/Secretaries/Coaches
Date:	7th February 2025

This circular includes information and reminders to clubs and schools about Clubs Governance, Compliance, current available grants, important West Lakes reminders and 2025 Rowing SA State Championships Official Function. We encourage you to read and distribute the information widely.

Club Governance

1. Self-Assessment

Non-charitable NFPs with an active Australian business number (ABN) that self-assess as income tax exempt have until **31 March 2025** to lodge their 2023-24 return.

The return must be lodged to notify the ATO of your NFP's eligibility to self-assess as income tax exempt. The ATO has a guide [NFP self-review return – update, connect and lodge overview](#) provides a step-by-step guide to setting up access to lodge your return online.

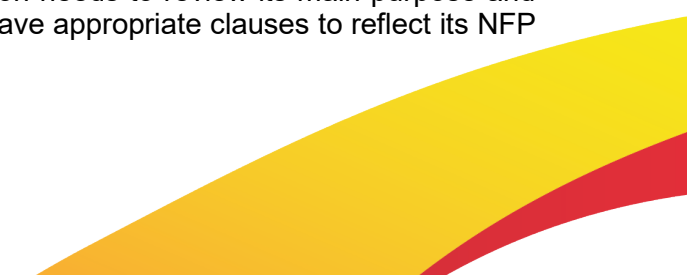
2. Governing Documents

Incorporation means that a not-for-profit or community group becomes a legal entity that's separate from its members. It provides protection to its members in legal transactions. Consumer and Business Services (CBS) regulates incorporated associations in South Australia. This includes administering the [Associations Incorporation Act 1985](#).

While incorporation has many benefits, it comes with rules that you must follow, including:

- maintaining meeting minutes
- maintaining proper financial records
- potential annual reporting obligations.

To get ready for the annual reporting, your organisation needs to review its main purpose and activities and make sure your governing documents have appropriate clauses to reflect its NFP character.



Grants

There are several grant opportunities open that may benefit your members as individuals or club members, particularly in the lead up to Nationals.

1. Local Sporting Champions Program

The Local Sporting Champions program provides financial assistance for coaches, officials and competitors aged 12-18 participating in state, national or international championships.

If successful, applicants will receive \$500-\$750 towards the cost of attending their championships.

This program aims to power climbing communities' visions for the growth of climbing around the world. It provides funding for a range of initiatives, from one-time events, trainings, and projects to ongoing programs that create sustainable change.

Eligible projects include:

- Base Grant: \$500
- Applicants travelling 800km - 1999km to their nominated championships: + \$100
- Applicants travelling internationally or greater than 2000km to their nominated championships: + \$200
- Applicants residing in a rural electorate: + \$50

Closes 30/04/2025 11:29pm ACST

More Information: [Local Sporting Champions | Australian Sports Commission](#)

2. Equipment Grants (City of Port Adelaide Enfield) *UPDATED 2025*

The Equipment Grant program assists eligible organisations to purchase urgent or necessary equipment they require in order to deliver services, activities, or supports to the PAE community.

Not-for-profit incorporated and unincorporated groups or organisations providing community wellbeing outcomes are eligible to apply. Please view our guidelines for ineligible applications.

This program is available until funding is exhausted

More Information: [Equipment Grants | Port Adelaide Enfield \(cityofpae.sa.gov.au\)](#)

3. Women in Sports (City of West Torrens) *UPDATED 2025*

Grants of up to \$3,000 are available to support sporting clubs with projects, initiatives and equipment to encourage women and girls to participate in sport, physical activity and active recreation.

Closes 31/03/2025

More Information: [Women in Sports 2024-25 Round 1 - City of West Torrens \(smartygrants.com.au\)](#)

Waterway Compliance

Mornings have become noticeably darker. Please ensure your lights are on when heading out on the lake to ensure your stay visible and safe.

All crews rowing on **any South Australian waterway** must show light(s) if operating between sunset and sunrise or in periods of low light or restricted visibility. (As required by maritime law.). Please refer to Section 2.9 below for more details.

In addition, lights must be on when the red light, located just above the clock in the finish tower, is on at West Lakes. This has a light sensitive switch, so will turn on in dark and low light conditions.

Media Vests – Reminders to Schools/Clubs and Coaches

Only Rowing SA accredited photographers are allowed to take photos at a regatta. This may be of athletes, spectators, or other. Any other photographers shall be asked to cease taking photos. If a photographer cannot produce accreditation, or they do not leave the controlled area, they may be asked to leave the venue.

Club and Schools Media Personnel

Clubs can request, using the application for members to act as media personnel each season. Only registered members with current and not prohibited Working with Children Check, will be approved. Clubs can request a maximum of 6 members to act as media personnel. Exemptions to this number can be applied when necessary.

All applicants must be familiar with and abide by the National Integrity Framework.

The accreditation will be issued at the regatta at Regatta Control and all accredited photographers will be required to be identified by wearing a media vest or badge/lanyard.

The orange high vis accreditation vest will be issued at the regatta from Regatta Control and all accredited photographers will be required to be identified by wearing a media vest or badge/lanyard.

Media Accreditation Form

Accreditations may take up to 5 working days. If submitting for an upcoming regatta, it must be submitted by the close of entries for that regatta, to allow enough time to be processed prior to the regatta.

Those who meet the requirements will receive an email confirming their accreditation. They are the only permitted person to undertake photography duties at regattas for that club/school.

The number of photographers per Club is limited to a maximum of 6 at any one time, with the exception of registered coaches.

Coaches

Coaches will be permitted to take photographs of their crew, without applying for media accreditation if:

- They are a registered coach in Rowing Manager.
- **They wear a high vis vest** as prescribed by the West lakes permit conditions, at all times they have a camera or video camera for photography purposes.

2025 Rowing South Australian State Championships Official Function

All members, friends and supporters are able to purchase a ticket for this event. Tickets are \$60 per person and includes food and drinks from 3.30pm – 6.30pm. We have several dignitaries attending including:

Her Excellency the Honourable Frances Adamson AC,
Governor of South Australia
Minister Mark Butler MP, Member for Hindmarsh
Sports Minister Emily Bourke MLC
Matt Cowdrey OAM MP
Jed Altschwager OAM PLY
the Mayor of the City of Charles Sturt Council, Angela
Evans
Keren Faulkner, CEO SASI

and we hope to see members support this event.



**2025 SOUTH AUSTRALIAN
ROWING CHAMPIONSHIPS**



OFFICIAL FUNCTION

When: Saturday the 22nd February 2025

Time: 3.30pm - 6.30pm

Food and drinks provided

Dress Code: Smart Casual / Blazer

**COST: \$60 PER PERSON
RSVP: BY 14 FEBRUARY**



National Integrity Education

Rowing Australia have recently updated their website to ensure that all athletes and members are aware of their rights and responsibilities in meeting the requirements of the NIF.

Please see the resources that are available by clicking [here](#).

If you have any questions or queries, please do not hesitate to get in touch with me at any time.

Warm regards,

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