…………………..

…………………….. CLUB

INCORPORATION DATE ……………………..

INCORPORATION NUMBER ………………………

CONSTITUTION

Date submitted to NSW Fair Trading……………….

Amendments dates as required

BY LAWS (optional)

Dated………………………………

CERTIFICATE OF CURRENCY

(Provide copy to Pool if required – retrieve from Marsh website)

WORKING WITH CHILDREN CHECK INFORMATION

(Spreadsheet of clearances, expiry dates and details – to be kept on file indefinitely)

PUBLIC OFFICER DETAILS

Name and address for notifications

(If change of Public Officer complete and submit Form A9 to NSW Fair Trading)

COPIES OF ANNUAL RETURNS SUBMITTED TO NSW FAIR TRADING

MEMORANDUM OF UNDERSTANDING

OR

AGREEMENT WITH POOL, COUNCIL ETC

SAFE SPORT FRAMEWORK POLICY

OTHER CLUB POLICIES

CLUB HEALTH CHECK

Date of Completion

MEMBER PROTECTION INFORMATION OFFICER/S

Name

Contact Details

CLUB HANDBOOK

(optional)

ABN:

POSTAL ADDRESS:

CLUB EMAIL ADDRESS:

Password:

CLUB WEBSITE ADDRESS:

Login Details:

FACEBOOK LOGIN:

Login Details

BANK ACCOUNT DETAILS

Name of Account

BSB

Bank Account Number

Signatories

TEMPLATE MEETING DOCUMENTS

Agenda

Minutes

AGM DOCUMENTS

Notices of Motion

Agenda

Minutes

Nominations for Positions form