…………………..

SWIMMING 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)

<https://sport.marshadvantage.com.au/swimming/>

WORKING WITH CHILDREN CHECK INFORMATION

(Spreadsheet of clearances, expiry dates, verification through Office of Children’s Guardian website and details – to be kept on file indefinitely)

PUBLIC OFFICER DETAILS

Name, address and contact details 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

<https://nsw.swimming.org.au/about-us-nsw/safe-sport-framework>

(For complaints to 15 June 2022)

includes 2 parts:

1. Safeguarding Children & Young People Policy
2. Member Protection Policy

National Integrity Framework Policy

<https://www.swimming.org.au/resources/2022-swimming-national-integrity-framework>

For complaints from 15 June 2022

CHILD SAFE STANDARDS (CSS)

CSS IMPLEMENTATION BY CLUB

OTHER CLUB POLICIES

MEMBER PROTECTION INFORMATION OFFICER/S

Name

Contact Details

SWIM MEET CHECKLISTS

Form can be found from Marsh Sport Insurance at:

<https://sport.marshadvantage.com.au/swimming/files/Checklist.pdf?v=202208030508>

(must be kept on file for 7 years)

CLUB HANDBOOK

(optional)

CLUB POSTAL ADDRESS

PO BOX NUMBER\_\_\_\_\_\_\_\_\_

CLUB EMAIL ADDRESS:

Password:

ABN:

CLUB WEBSITE ADDRESS:

Login Details:

FACEBOOK LOGIN:

Login Details

BANK ACCOUNT DETAILS

Name of Account

BSB

Bank Account Number

Signatories

SERVICE NSW

Club Contact

TEMPLATE MEETING DOCUMENTS

Agenda

Minutes

AGM DOCUMENTS

Notices of Motion

Agenda

Minutes

Nominations for Positions form

ENSURE A HARD COPY OF ALL MINUTES ARE KEPT ON FILE AND SIGNED BY THE PRESIDENT ONCE PASSED AT THE FOLLOWING MEETING.

COVID PLAN

(ensure this is kept up to date)