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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://au.marsh.com/sport/swimming-australia.html>

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 within 28 days of new public officer taking on the
position)

**COPIES OF ANNUAL RETURNS
SUBMITTED TO NSW FAIR
TRADING**

MEMORANDUM OF
UNDERSTANDING

OR

AGREEMENT WITH POOL,
COUNCIL ETC

National Integrity Framework Policy

<https://nsw.swimming.org.au/integrity>

CHILD SAFE STANDARDS (CSS)

CSS IMPLEMENTATION BY CLUB

OTHER CLUB POLICIES

MEMBER PROTECTION INFORMATION OFFICER/S

Name/s

Contact/s Details

SWIM MEET CHECKLISTS

Form can be provided by SNSW

(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.