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..... CLUB

INCORPORATION DATE

INCORPORATION NUMBER

CONSTITUTION

Date submitted to NSW Fair Trading

Date on acceptance by NSW Fair Trading

For ACT Clubs – Date submitted to Access Canberra.....

Amendments dates as required

BY LAWS (optional)

Dated.....

CERTIFICATE OF CURRENCY

(Provide copy to Pool if required – retrieve from V Insurance website
<https://vinsurancegroup.com/swimmingaus/>)

WORKING WITH CHILDREN CHECK INFORMATION

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

Verifications can be completed through the Office of Children's Guardian website

(It is possible that you may be audited in the future)

PUBLIC OFFICER DETAILS

Name and address for notifications

(If change of Public Officer complete and submit Form A9 to NSW Fair Trading within 28 days of the change)

For ACT Clubs – contact Access Canberra

COPIES OF ANNUAL RETURNS SUBMITTED TO NSW FAIR TRADING

For ACT Clubs – check with Access Canberra

MEMORANDUM OF
UNDERSTANDING

OR

AGREEMENT WITH POOL,
COUNCIL ETC

MEMORANDUM OF UNDERSTANDING

OR

AGREEMENT WITH COACHES/EMPLOYEES/ VOLUNTEERS

(including qualifications /accreditation details)

NATIONAL INTEGRITY FRAMEWORK POLICY

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

OTHER CLUB POLICIES

MEMBER PROTECTION INFORMATION OFFICER/S

Name

Contact Details

IMPLEMENTATION OF CHILD SAFE STANDARDS DOCUMENTATION

(mandatory as per requirements Office of Children's Guardian)

NFP Self Review Return to ATO for Clubs with an ABN

New ABN Reporting Essentials

The Australian Taxation Office recently announced a change in reporting requirements for not-for-profit organisations. If your club has an active Australian Business Number (ABN), **FROM JULY 1 2024**, you need to lodge a NFP self-review return, to access income tax exemptions from the 2023–24 income year onward.

See email forwarded to Clubs on 13 June 2024 (2024-25 membership fees)

CLUB HANDBOOK

(optional)

ABN:

Contact Person for ABN

Contact Person for ATO

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

OTHER IMPORTANT CONTACTS

TEMPLATE MEETING DOCUMENTS

Agenda

Minutes

AGM DOCUMENTS

Notices of Motion

Agenda

Minutes

Nominations for Positions form

