

CRITICAL INFORMATION



A key responsibility of an outgoing Committee is to collect all the key Club information created and used during the year and previous years, as well as handing this information over to the incoming committee – Sports Community

To ensure successful governance of your Club the following information should be collected, protected, maintained and handed over by the Committee from year to year.

POLICIES & PROCEDURES

- Copy of the Club rules
- Club Policies and procedures
- A copy of the Associations Incorporation Reform Act 2012
- Club Insurance policies (including group policies that the club is included in)
- Liquor License (if applicable)



PLANNING

- Club Strategic plan or objectives
- Risk Management Plan
- Player/ coach/ official development strategy or plan
- Facility development plan
- Fundraising strategy or plan
- Position descriptions and the details of those currently filling each role



REGISTERS

- Club membership register
- Working with Children register (if applicable)

MEETINGS AND FUNCTIONS

- Minutes of the club previous committee meeting, general meeting, Annual General Meetings and any other meetings which can be held under the rules of the club rules
- A list of all social functions, activities and events the club have run in previous years

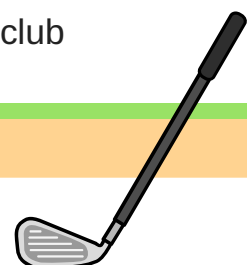
FINANCIAL

- All certified financial statements presented to members at AGM'S including accompanying reports
- All previous years budget
- Any BAS Statements lodged with the ATO
- All information relating to club bank accounts and other financial assets, including statements and who are signatories to the accounts
- All information relating to the financial obligations of the club
- List of club debtors (people who owe the club money) and creditors (people the club owes money)



SOCIAL MEDIA AND WEBSITES

- List of all the clubs social media sites, logins, and passwords
- List of club website sites, logins, and passwords



CRITICAL INFORMATION



CONTRACTS & AGREEMENTS

- Copy of players and coaches contracts
- Copy of Employment contracts and agreements
- Copy of Supplier agreements
- Copy of Sponsor agreements
- Copy of Affiliation agreements
- Copy of Facility leasing agreements
- Copy of Financial Obligations



SPONSORS

- List of all club sponsors, their contact details and details of each agreement

PLAYERS

- List of all current players and their contact details
- List of any players with suspensions or disciplinary action outstanding
- Historical playing records of all players who have played at the club



KEY CLUB CONTACTS

- All present Committee members
- All club employees
- Club coaches, team managers, and captains
- Government contact (If applicable)
 - Local (at the sport and Recreation level and the Councillor level)
 - State and Territory
 - Federal
- Media Contacts
- Sports Association contacts
- Supplier contacts
- Sponsor contacts



COUNCIL DOCUMENTS

- Reserve manager 101
- Works Request Process
- Works Request Form
- Casual booking information
- Special conditions of use 2014
- Maintenance Request process

