

Copy of the club rules

Club policies and procedures

A copy of the Associations Incorporation Reform Act 2012

Club insurance policies (including group policies 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 for 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 run in previous years

FINANCIAL

All certified financial statements presented to members at AGM's including accompanying reports

All previous years budgets

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 the clubs social media sites, logins and passwords

List of club website sites, logins and passwords

CONTRACTS & AGREEMENTS

Copy of players and coaches contracts
 Employment contracts and agreements
 Supplier agreements
 Sponsors agreements
 Affiliation Agreements
 Facility leasing agreements
 Financial obligations

SPONSORS

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

PLAYERS

List of 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