

Club Committee Annual Checklist

Each year you will have your annual general meeting (AGM) where you will elect a new management committee. It is good practice to ensure each new committee is prepared for their role to support the club and its members. Use this checklist when handing over responsibilities to a new committee or to ensure an established committee is managing their annual responsibilities.

Information sharing

A critical task of the outgoing management committee is to handover the club's current documentation and communication accounts to the incoming executive. The new committee can then set themselves the task of reviewing and updating the documentation and associated processes and procedures.

- Share document security information with your new committee – this will include passwords to document files and other critical security information that will allow them to access files.
- Provide access to the club email account to the new executive.
- Provide usernames and passwords to the club's social media accounts – ideally your club has a publicity officer, and you have strict controls over who can publish on your club's social media account.
- Remove the outgoing committee from your club's communication and social media accounts.
- Handover financial reports to the new treasurer and provide a briefing to the new executive on your club's financial position.

Keys and PIN codes

Clubs are allocated keys to Council facilities and PIN codes for security alarms and lighting as part of their seasonal hire or casual user agreements. Note: Council annually change PIN codes and will reallocate to the incoming committee. Astute and responsible management of your keys and PIN codes will save your club money and effort.

Your checklist:

- Nominate your council liaison officer, this is often the president but does not need to be.
- Allocate keys and PIN codes to those in your club who need them.
- Complete your club's internal record keeping process for keys and codes. Sign them out.
- Collect your keys from your club members once your season or hire period ends.
- Return keys to Council.

Council contacts

It is the management committee's responsibility to ensure you handover key contact information to the Council.

- Send an email to booking.office@esc.nsw.gov.au with your new primary contact, position in the club, phone number and email address.
- Update your details in the community directory on ESC's website. Read the terms and conditions, fill in the blanks and submit. Go to <https://services.esc.nsw.gov.au/community-directory/community-directory-entry/>

Engage support from your governing body

Sporting clubs are usually affiliated to a governing body at the national, state, or international level. An example of a governing body is Football NSW. Affiliations and governing bodies will provide a host of resources to help your club including policies, codes of conduct, plans, training, education, and other programs specific to your sport. They also offer insurance as part of your affiliation.

- Update your club contact details to your governing body.
- Update the club's insurance details.
- Download the club's certificate of currency from its governing body's website.

Seasonal hire

Before the start of each sporting season – September for summer and March for winter – clubs will be prompted to renew their seasonal hire application. Seasonal hire rates are calculated per registered player, per season, per code. There is a different rate for juniors and seniors.

Mid-season Council will send your club a Registered Player Numbers Form for you to complete which will determine your season hire fee.

- Complete your seasonal hire application.
- Attach your certificate of currency.
- Return your registered player form.
- Participate in your "Around the Grounds" Sports field/facility biannual planning meetings with Council and other users.