

Critical Club Information

For incoming committees

	ADMINISTRATION
	Copy of the Club Rules
	Club Policies & Procedures
	Club Insurance Policy – Teams included & renewal date
	Liquor Licence (If applicable)
	Right of Use
	Copy of Gold Coast Junior Rugby League By Laws (most up to date)
	Gold Coast Junior Rugby League Procedural Manual
	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
	REGISTERS
	Player Register`
	Club Membership Register
	Blue Card Register
	MEETINGS & FUNCTIONS
	Minutes of previous club, committee, general, special , Annual General Meetings and any other meetings held under club rules
	A list of social functions, activities and events the club has run and any information relating to these functions
	FINANCIAL
	All certified financial statements presented to members at AGM's including 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 signatories to the accounts
	All information relating to financial obligations of the club
	List of club debtors and creditors
	SOCIAL MEDIA & WEBSITES
	List of club social media sites, login's and passwords
	List of club website sites including back pages, logins & passwords