



# Club Administration Checklist

Check	Item	Due Date
<input type="checkbox"/>	Clear Outstanding Debts / Payment Agreement	26-Nov
<input type="checkbox"/>	Representative to Attend AGM	26-Nov
<input type="checkbox"/>	Provide Club Financial Statement - Previous Year	1 mth after AGM
<input type="checkbox"/>	A12 Form completed to Dept Fair Trading	1 mth after AGM
<input type="checkbox"/>	Provide Evidence of Incorporation to Football Operations	Past Due
<input type="checkbox"/>	Update New Committee Members to Footyweb	30-Nov
<input type="checkbox"/>	Advise Football Operations New Contact Information for Club Executive	30-Nov
<input type="checkbox"/>	Register with JLT Insurance - <a href="https://afl.jltsport.com.au/club_selection.aspx">https://afl.jltsport.com.au/club_selection.aspx</a>	31-Dec
<input type="checkbox"/>	Return Completed Licence Agreements	31-Jan
<input type="checkbox"/>	Provide Team Nominations ( Seniors)	31-Jan
<input type="checkbox"/>	Book Council Grounds - WCC Grounds provide training dates to FoM	1-Feb
<input type="checkbox"/>	Provide Team Nominations ( Juniors)	28-Feb
<input type="checkbox"/>	Obtain Liquor Licence (Senior Clubs Only)	1-Mar
<input type="checkbox"/>	Appoint Game Day and Ground Managers	1-Mar
<input type="checkbox"/>	Attend Game Day Management Seminar (Coaches, Team and Ground Managers)	1-Mar
<input type="checkbox"/>	Ensure Club Umpires Online Accrediated and Registered	15-Mar
<input type="checkbox"/>	Complete Footyweb Check of Player & Officials Registrations	28-Mar
<input type="checkbox"/>	Ensure Coach Accrediations - Book for Courses	28-Mar
<input type="checkbox"/>	Footyweb Training	1-Feb - 30-Mar
<input type="checkbox"/>	Completed Player Subsidy Applications	30-Apr
<input type="checkbox"/>	Check Registrations up to date and accurate (Juniors)	30-Jun