**FLINDERS SPORTS CLUB COMMITTEE INDUCTION CHECK LIST**

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| --- | --- |
| **Date:** |  |
| **Club:** |  |
| **Committee Members:** |  |
| **Flinders Sport Staff:** |  |

**LEVEL 1: Understanding Club Governance**

1. **Understand your role and responsibilities as a member of your clubs committee.**
2. **Understand what rules govern your club and its committee.**

* Constitution.
* Policies & Guidelines.
* Lines of Communication.

1. **Maintaining and continuously managing club finance.**

* Budgeting & Financial Reporting.
* Bank Account.
* Mail.
* Paying Bills.

1. **Managing committee roles, volunteers and human resources.**
2. **Understand the role of the committee in your clubs overall scheme.**

* Think about forward planning.
* Why are you a part of the clubs committee?

**LEVEL 2: Club Requirements, Entitlements & Procedures**

1. **Reporting**

* Annually Required Documents.
* Grant Applications.
* Affiliation Process & Document.

1. **Requirements/Opportunities**

* Club Delegates Meetings.
* Grant Funding Meetings.
* Club Development Seminars.
* Club Inductions (New 2018).
* Clubs in the Hub.
* Sports Awards.
* Affiliation.

1. **Tutorials**

* Online Clubs System.
* Facility Bookings (Continuous).
* Facility Bookings (One off).
* Events.

1. **Access**

* Grant Funding.\*
* Facility Access.\*
* AUG.\*
* S & C/Education Seminar Programs.\*
* Marketing.\*

\* Based on affiliation checklist submitted December 2017.

**LEVEL 3: Flinders University Sport & Fitness**

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| --- | --- |
| **STAFF & ROLES – FU SPORT & FITNESS** | **NOTES** |
| **Manager**   * Wendy Gower   [wendy.gower@flinders.edu.au](mailto:wendy.gower@flinders.edu.au)  **Club, Facilities, Social Sport**   * Mitchell Noye   [mitchell.noye@flinders.edu.au](mailto:mitchell.noye@flinders.edu.au)  **University Games/Events**   * Christian Thiel   [christian.thiel@flinders.edu.au](mailto:christian.thiel@flinders.edu.au)  **Marketing**   * Sue Hixson   [sue.hixson@flinders.edu.au](mailto:sue.hixson@flinders.edu.au) |  |
| **MINIMUM CLUB REQUIREMENTS** | **NOTES** |
| 10 Student Members – Evidenced.  Constitution.  Membership Protection Policy.  AGM & AGM Minutes.  Financial Members List.  Aiming for at least 50% student membership. |  |
| **COMMUNICATION EXPECTATIONS** | **NOTES** |
| It is expected that when a member from Flinders University Sport and Fitness (most often club and social sport officer) sends an email/calls via phone a prompt answer/reply is evident from the club (within 24hrs).  We have a range of different communication platforms on offer to make it easy and accessible for club committee members, including:   * Club Forum. * Email. * Phone. * Club Delegate Meetings. * 1 on 1 meeting at FUS&F office. |  |
| **CLUB RESOURCES, REPORTS & POLICIES** | **NOTES** |
| There are a range of resources, report templates and policy documents available for clubs to use and download.  These are regularly updated, some are to be submitted each year as a compulsory requirement, and some are not.  <http://www.onesportandfitness.com.au/sport/clubs/club-resources/> |  |
| **GRANT FUNDING** |  |
| **Round 1**  Deadline for applications: *Friday March 30, 2018.*  Must be used by: *Friday August 31, 2018.*  **Round 2**  Deadline for applications: *Friday August 31, 2018.*  Must be used by: *Sunday November 18th, 2018.*  *What is most likely to get funded?*  *What is the timeline for the result of my application?*  *How do I submit my grant application?* |  |
| **MARKETING & PROMOTION** |  |
| If your club would like a particular event marketed. Email material and instructions to:  [Mitchell.noye@flinders.edu.au](mailto:Mitchell.noye@flinders.edu.au)  Cc  [Sue.hixson@flinders.edu.au](mailto:Sue.hixson@flinders.edu.au)  Additionally, general membership marketing and a range of other forms of marketing available. Contact the same email contacts (above) for more information, as your marketing needs arise. |  |
| **ONLINE CLUBS SYSTEM** |  |
| The online clubs system is a vital tool for all club administrators:  <http://www.onesportandfitness.com.au/sport/clubs/>   * [Club List.](http://www.onesportandfitness.com.au/club-list/) * [Club Administration.](http://www.onesportandfitness.com.au/club-administration/) * [Club Resources.](http://www.onesportandfitness.com.au/sport/clubs/club-resources/) * [Club Forum.](http://www.onesportandfitness.com.au/club-governance/) * [Club Events.](http://www.onesportandfitness.com.au/events/) * [Club Training Details.](http://www.onesportandfitness.com.au/sport/clubs/club-training-details/) |  |
| **NEWSLETTERS** |  |
| Newsletters are released every two months and contain vital information about upcoming events and what is generally happening around FUS&F  ***Jan/Feb*** - Newsletter 1 2018  ***March/April*** - Newsletter 2 2018  ***May/June*** - Newsletter 3 2018  ***July/Aug*** - Newsletter 4 2018  ***Sep/Oct*** - Newsletter 5 2018  ***Nov/Dec*** – Newsletter 6 2018 |  |
| **SPORTS AWARDS** |  |
| In 2017, The University Sports awards for club committee members, University games participants and scholarship holders were reintroduced.  The 2018 University Sports awards will be in late October 2018. We are taking nominations right up until the end of September 2018 for the following awards:  Blues.  Half Blues.  Club Letters (service).  Club Letters (performance).  AE Mitchell Award.  Club of the year.  Volunteer of the year.  Spirit of the games award.  Team of the year.  Male athlete of the year.  Female athlete of the year. |  |

I understand my role on the committee and the importance of effective club governance.

I understand the expectations, requirements, procedures and access that comes along with being a FUS&F affiliated sporting club.

I understand what is required of my club in terms of off-field commitments and the relationship between FUS&F and the club.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Induction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Mitchell Noye): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_