



## **INFORMATION AND RE-AFFILIATION PROCEDURE FOR ONGOING SPORTS CLUBS**

Information for the outgoing Executive of a sports club to pass on to the incoming Executive:

- ***Paperwork***

You need to fill in the Sports Council re-affiliation form and submit the form with the membership list (must include UTAS Student ID numbers) and a copy of your last AGM minutes (all affiliation requirements) a week prior to the Sports Council Meeting so they can be added to the next Council agenda.

- ***Bank Signatures/changeover information***

Collect an authority to operate a business account (A153) form from the Commonwealth Bank (Uni Branch). The Sports and Societies Officer (SSO) is required to write a letter to support the changeover and also sign the A153. For the SSO to authorise the changeover, you must first provide a copy of your AGM minutes showing the new Executive voted in; and email the names, addresses and phone numbers of the new executive bank signatories so they can be added to the letter. The bank letter must also be signed by your new club President and the new executive bank signatories when collected. Once the new signatories have filled in their details and signed the A153 and letter they all have to go to bank together and show their ID.

- ***Please email the Sports and Societies Officer a couple of days beforehand with your changeover details so that the letter can be prepared and ready for you to collect at an arranged time.***

- ***Audits***

When the year is finished or before the Treasurer's role changes, you must hand in an audit to the Sports Officer. This is a financial statement describing income and expenditure, indexed into category types (i.e. memberships, social takings, etc.). Information can be found in the Sports Council Handbook.

- ***Australian Business Number (ABN) information***

Every club must have an ABN. The Sports Officer has this information.

- **MEMBERSHIP/ADVERTISING**

- Best recruitment opportunity is Clubs and Societies Day 27<sup>th</sup> February 2019, which is the first Wednesday after Uni resumes in semester one. Current contacts will be notified about C/S Day regarding stall bookings, etc.
- Promote your society through the TUU website - [www.tuu.com.au](http://www.tuu.com.au) by sending through any articles or photos of events that you would like to share.
- For advertising and promotional assistance for your club, please contact James Spencer ph:62267861 or drop in to the TUU above the Ref.
- Email a few lines and a photo of your club with 2 ways to make contact (i.e. Facebook/Twitter/email) to include on the TUU website to [James.Spencer@utas.edu.au](mailto:James.Spencer@utas.edu.au)
- Send articles/photos of events to the TUU student publication, Togatus - [editor.togatus@utas.edu.au](mailto:editor.togatus@utas.edu.au)

### **SPORTS COUNCIL MEETINGS 2019:**

- Monday, 18 March
- Monday, 15 April
- Monday, 13 May
- Monday, 22 July
- Monday, 19 August
- Monday, 16 September
- Monday, 14 October

The meetings are held via video conference in the TUU Boardrooms, TUU Building, Sandy Bay and Newnham campuses, commencing at 7:00pm.

All clubs must have a delegate at the Council meetings. If you are unable to attend please email the Sports Officer before meeting as only written/emailed apologies will be accepted.

***Please notify Sports Officer re any Executive email contact changes as soon as they are known - that way your Club contacts are kept up to date with Sports Council information.***

**Sports Council Handbook:** <http://tuu.com.au/clubs-societies/sports-resource-portal/>

Sports and Societies Officer

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