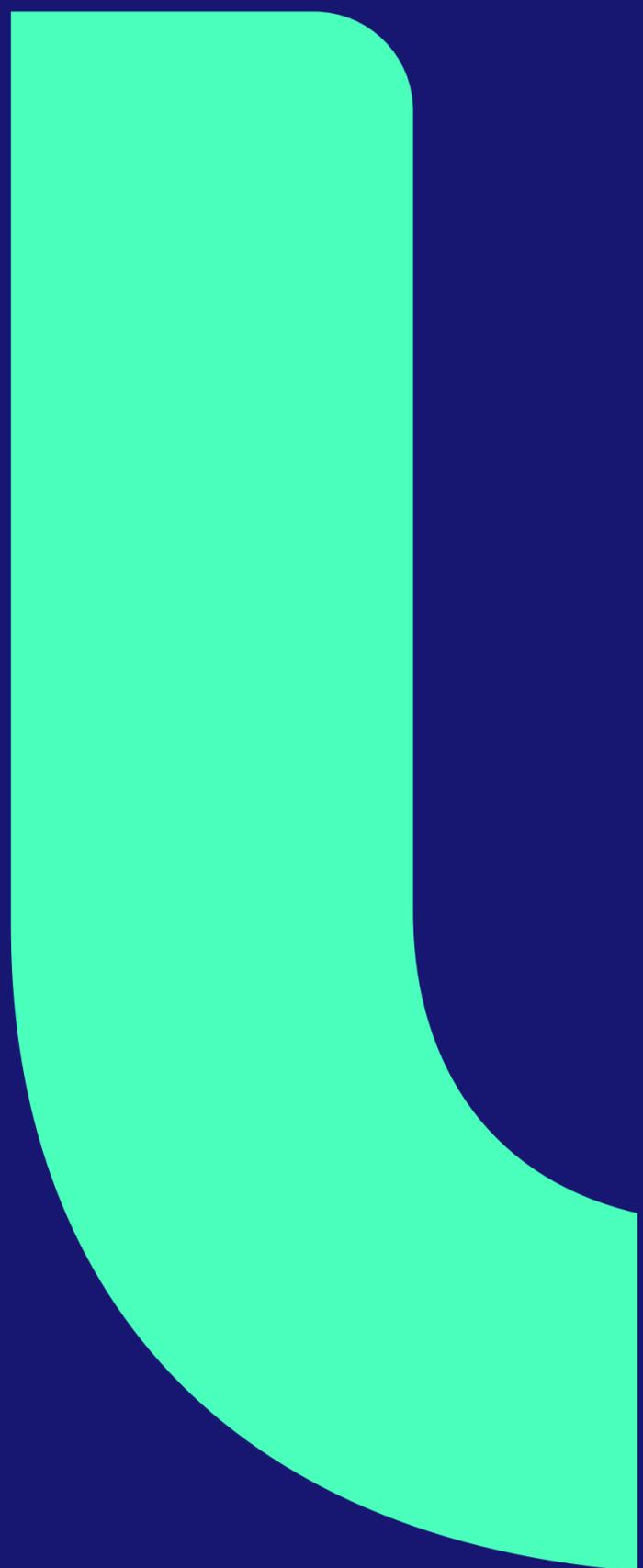


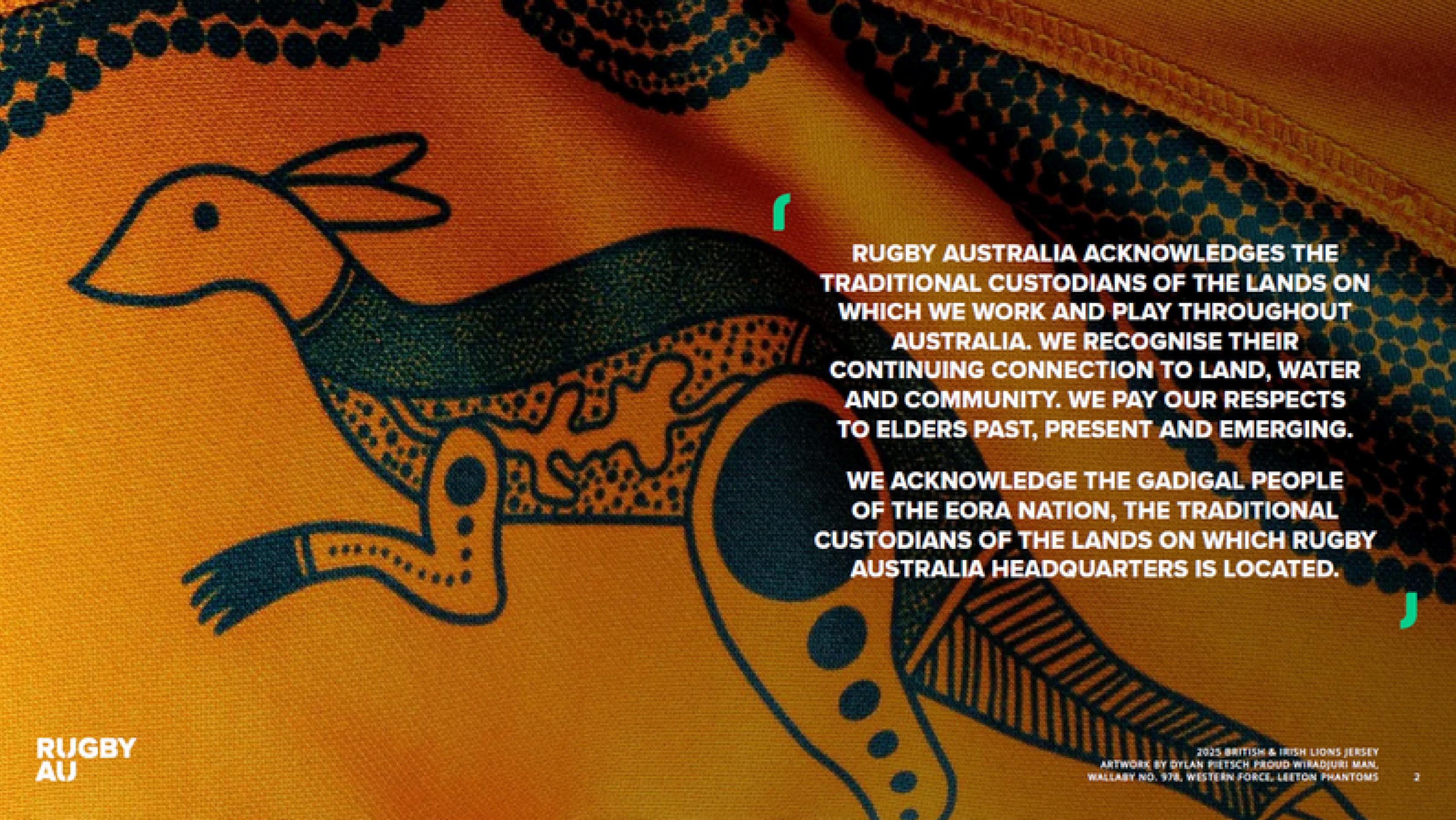


NATIONAL CLUB DEVELOPMENT WEBINAR SERIES

Strong Foundations:

Committee essentials for good governance & compliance



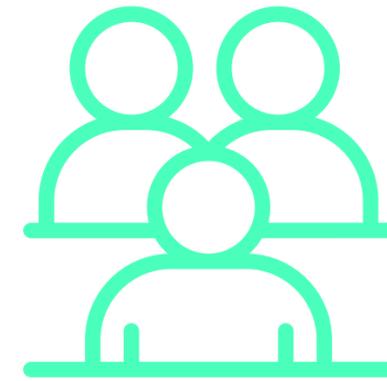


RUGBY AUSTRALIA ACKNOWLEDGES THE TRADITIONAL CUSTODIANS OF THE LANDS ON WHICH WE WORK AND PLAY THROUGHOUT AUSTRALIA. WE RECOGNISE THEIR CONTINUING CONNECTION TO LAND, WATER AND COMMUNITY. WE PAY OUR RESPECTS TO ELDERS PAST, PRESENT AND EMERGING.

WE ACKNOWLEDGE THE GADIGAL PEOPLE OF THE EORA NATION, THE TRADITIONAL CUSTODIANS OF THE LANDS ON WHICH RUGBY AUSTRALIA HEADQUARTERS IS LOCATED.



Thank you for contribution!



You've Found Yourself in Charge

Whether you're new to the committee or a returning member, staying on top of compliance and best practice is essential. This session will help you:

- Understand your legal responsibilities
- Ensure your club meets compliance requirements
- Access the right resources and support
- Plan for club success



WHY COMPLIANCE?



500+

Responses to the 2025 Rugby Australia National Club Health check



Compliance

50% of clubs were not compliant, with financial reporting, volunteer registration and child safeguarding the biggest gaps



KNOW YOUR LEGISLATIVE BODY

Whilst many community clubs share similar responsibilities, it is important to know the specific requirements of your regulatory bodies. State based Club Development Managers can help you navigate this.

NSW	QLD	VIC	WA
NSW Fair Trading	Office of Fair Trading QLD	Consumer Affairs Victoria	Dpt. of Local Govt, Industry Regulation & Safety
SA	TAS	ACT	NT
SA Consumer & Business	Consumer Affairs TAS	Access Canberra	NT Consumer Affairs



STRONG FOUNDATIONS

**GOLD
LEVEL**

Leading Clubs - *Built for success*

Gold clubs have completed a variety of best practice club development activities and have set their club up for long-term success.

**SILVER
LEVEL**

Sustainable Clubs - *Strong Systems*

Silver clubs have completed high level club development activities and have the systems in place for sustainability and growth.

**BRONZE
LEVEL**

Strong Foundations - *Safe & Governed*

Bronze clubs have established a strong club development foundation by completing formative compliance and governance activities.

**NOT IN
PLACE**

These are clubs that have not yet completed the requirements to be recognised as a Bronze club.

COMPLIANCE IN PRACTICE

These five governance pillars are the foundations that allow clubs to operate legally, stay insured, protect volunteers and children, and remain eligible within Rugby

LEGAL STATUS (INCORPORATION & ABN)



Incorporation & ABN status

CONSTITUTION



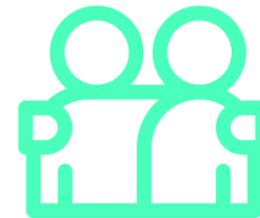
Adoption of baseline constitution

FINANCIAL OBLIGATIONS



Lodgement of annual returns & ATO compliance

EXECUTIVE REGISTRATION



Committee member registration in Rugby Xplorer

CHILD SAFEGUARDING (WWCC)



Active register in line with local legislation

Non compliance creates risks across areas of public liability, insurance and even grant eligibility

PLANNING FOR GOOD GOVERNANCE

Committee Structures

Constitutional structure of the management committee/sub committees



Strategic Direction

Look to the future to inform the operational priorities



Roles & Responsibilities

Clear role, purpose and accountability for each committee member



Policies & Standards

Ensuring all rugby policies and procedures are adhered to



Charters & Authorities

Set of parameters of which the committee can act and make decisions



Meeting Structure

Strategy v Operational, Discussion v Decisions.



Financial Controls

Strong financial practices ie. budgeting, banking procedures



Action/Decision Register

Accountability for actions in a timely manner



THE HANDOVER

Obtaining the critical information to operate

GOVERNANCE

- Constitution & club rules
- Recent AGM minutes
- Bank account details & signatories
- Current budget & financial position
- Outstanding debts or grant acquittals
- Insurance policies

OPERATIONS

- Facility keys & access codes
- Login credentials (email, social media, Rugby Xplorer)
- Key stakeholder contacts (council, state union, sponsors)
- Equipment & stock inventory
- Annual calendar & upcoming commitments



NEXT STEPS

Small steps for big results

- **Request handover information (new committees)**
 - Use the handover checklist as your guide.
- **Review the full compliance checklist**
 - Prioritise any compliance gaps.
- **Connect with your Club Development Manager**
 - Particularly regarding state/territory specific requirements
- **Access Rugby Australia Club Hub**
 - Templates, guides, and resources await.

RUGBY
AU



*Committee
Handover
Checklist*



YOU'RE NOT ALONE

Book a meeting with your local Club Development Manager

Member Union	Name	Email
ACT & SNSW	Jack Heffernan	Jack.Heffernan@rugby.com.au
NSW - Juniors	Dylan Deep-Jones	Dylan.Deepjones@rugby.com.au
NSW - Seniors	Michael Flude	Michael.Flude@rugby.com.au
QLD - Greater & NT	Matt Kaye	Matt.Kaye@rugby.com.au
QLD - South	John Butterworth	John.Butterworth@rugby.com.au
SA	Rose Jackson	Rose.Jackson@sa.rugby
VIC & TAS	Sean Walker	Sean.Walker@rugby.com.au
WA	Monique Day-Smith	Monique.Daysmith@rugby.com.au

APRIL WEBINAR



What future webinar content would support you in your role?



CLUB DEVELOPMENT WEBINAR SERIES

**SUPPORTING CLUBS TO RECRUIT, RETAIN AND
MANAGE VOLUNTEERS**

Date: Monday April 20th
Time: 12:30pm AEDT
Venue: Microsoft Teams

Date: Wednesday April 22nd
Time: 8PM AEDT
Venue: Microsoft Teams



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THANK YOU



Visit <https://clubhub.rugby/> to access
all e-learning and club management
templates

