NSW Governance Checklist

Here's a **Governance Checklist for Committees of a NSW Rugby Club**, specifically tailored to ensure compliance with New South Wales legislation, Rugby Australia's governance expectations, and good sporting club practices. It includes clickable links to key resources.

## NSW Rugby Club Committee Governance Checklist

### 1. ****Constitution and Legal Compliance****

* Ensure the Club Constitution is current and lodged with **NSW Fair Trading**  
  🔗 [Update or lodge your clubs constitution](https://www.nsw.gov.au/business-and-economy/incorporated-associations/starting-an-incorporated-association/an-incorporated-associations-constitution#:~:text=To%20do%20this%2C%20it%20must,over%20breaches%20of%20the%20constitution.)
* Check the Club is incorporated under the **Associations Incorporation Act 2009 (NSW)**  
  🔗 [Online search for confirmation](https://www.nsw.gov.au/business-and-economy/incorporated-associations/nsw-incorporated-associations-register#:~:text=Search%20the%20NSW%20Fair%20Trading,the%20Associations%20Incorporation%20Act%202009.)
* Check that you club is, or should be, registered for GST. (If annual income is over $150,000)  
  🔗 [Check you GST Status](https://abr.business.gov.au/)

🔗 [Register for GST](https://business.gov.au/registrations/register-for-taxes/register-for-goods-and-services-tax-gst#:~:text=You%20must%20register%20for%20GST,regardless%20of%20your%20GST%20turnover)

* Submit an “Annual Summary of Financial Affairs” within 7 months of your clubs end of year

🔗 [Lodge Annual Financial Summary](https://www.nsw.gov.au/business-and-economy/incorporated-associations/running-an-incorporated-association/financial-reporting-requirements#:~:text=Understand%20financial%20reporting%20requirements%20for,and%20exemptions%20for%20registered%20charities.&text=Incorporated%20associations%20must%20lodge%20annual,end%20with%20NSW%20Fair%20Trading.)

* Lodge your clubs Annual NFP Self-Review with the Australian Tax office”

🔗 [Lodge ATO Self-Review](https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/statements-and-returns/reporting-requirements-to-self-assess-income-tax-exemption/nfp-self-review-return)

### 2. ****Committee Roles and Responsibilities****

* Committee roles are clearly defined (President, Secretary, Treasurer, etc.)  
  🔗 [Sample role descriptions](https://d26phqdbpt0w91.cloudfront.net/NonVideo/713497ef-cd59-4d89-870f-35a59b63ce74.pdf)
* Induction provided to new committee members (policies, constitution, finance overview)

### 3. ****Meetings and Reporting****

* Committee meets as per constitution (e.g., monthly)
* Minutes recorded and approved each meeting
* AGM held within 6 months of financial year end

### 4. ****Finance and Risk****

* Annual budget prepared and approved by committee
* Lodge Bas statements quarterly
* Regular financial reports presented at meetings
* Two signatories required for club bank accounts
* Financial statements prepared and available to members
* Insurance cover held (Public Liability, Player Injury, Committee Liability)  
  🔗 [Rugby Australia Insurance](https://australia.rugby/participate/rugby-administration/insurance)

### 5. ****Policies and Procedures****

* Code of Conduct in place for players, volunteers, parents  
  🔗 [Code of Conduct – Rugby Australia](https://australia.rugby/about/codes-and-policies/integrity/code-of-conduct)
* Member protection, child safeguarding and additional policies  
  🔗 [Rugby Australia Policies](https://australia.rugby/about/codes-and-policies/all-codes-and-policies)
* Complaints and grievance handling process
* Working With Children Checks validated and logged  
  🔗 [Working with Children Check](https://www.service.nsw.gov.au/transaction/check-a-working-with-children-check-status)

### 6. ****Strategic Planning and Development****

* Strategic or operational plan documented
* Club vision, values, and mission are clear and communicated
* Volunteer succession plan in place
* Facilities and grant planning  
  🔗 [NSW Government Grants Newsletter](https://www.environment.nsw.gov.au/funding-and-support/nsw-environmental-trust/about-the-nsw-environmental-trust/grants-newsletter)

### 7. ****Communication and Member Engagement****

* Club website and social media are regularly updated
* Members receive regular newsletters or updates
* Privacy and data policies in place  
  🔗 [Privacy Information](https://www.sport.nsw.gov.au/running-your-club/safe-and-fair-clubs/privacy)

### 8. ****Compliance with Rugby Australia & State Union****

* Club registered with Member Unions
* Smart Rugby compliance up-to-date for all coaches  
  🔗 [Rugby Explorer Login](https://xplorer.rugby/)
* Annual affiliation requirements met (fees, paperwork)

## 📄 Optional: Downloadable Templates

* [Contact Michael Flude](mailto:michael.flude@rugby.com.au) from Rugby Australia for the latest NSW Rugby Club constitution template