

FV ANNUAL CLUB MEMBERSHIP APPLICATION CHECKLIST



Please use this checklist to ensure you have all details and documents before starting the *Football Victoria Annual Club Membership Application*. If your Club has supplied some of the below information in previous applications, you may not be required to provide again unless it has changed.

1 Authorised Applicant

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The Club must select one person to complete the *Annual Club Membership Application* who is authorised to submit information on behalf of the Club.

2 Club Information

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Club contact details like postal address, email, phone number, website and social media handles.

3 Club Logo

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A colour version of the Club logo in either PNG or JPG format. A high resolution version with a transparent background would be preferable if available.

4 Incorporation Certificate

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A copy of the Club's *Certificate of Incorporation* and the Association Registration Number (ARN) or Australian Company Number (ACN). For your ARN or ACN check **connectonline.asic.gov.au**

5 Club Constitution

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A copy of the Club's *Constitution* and nominated Financial Year End Date.

Contact the **FV Member Services Team** if you need assistance here.

6 AGM Minutes

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A copy of the Club's most recent Annual General Meeting minutes and the meeting date. The same ones submitted to *Consumer Affairs Victoria (CAV)* or the *Australian Securities Investment Commission (ASIC)*.

7 Financial Information

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The Club's Australian Business Number (ABN), the Club's GST status and a declaration that the Club is solvent and able to pay its debts.

8 Board Members

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The position, name, gender and contact details of all the members of the Club's Board or Committee of Management.

9 Authorised Club Delegate

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The Club must nominate one Authorised Club Delegate that will represent the Club at the FV AGM and vote (if appropriate) at the FV Board Election as per the FV Constitution.

Further information and resources can be found at **footballvictoria.com.au/members** or you can contact the **Member Services Team** for assistance via **members@footballvictoria.com.au**