

FV ANNUAL CLUB MEMBERSHIP APPLICATION CHECKLIST | RENEWAL



Please use this checklist to ensure you have all details and documents before starting the *Football Victoria Annual Club Membership Application* as a returning Member Club.

☐ **Authorised Applicant Details**

The Club must select one person to complete the Annual Club Membership Application who is authorised to submit information on behalf of the Club. This person will be making declarations on behalf of the Club.

☐ **Club Information**

Club Name, Postal Address, Email Address, Phone Number and Website Address.

☐ **Club Contacts**

Primary and Secondary FV Contacts | the contact details of two people at your Club of which will be shared across all FV Departments and will receive all communications e.g. Competitions. It is imperative that at least the primary contact be an operational member of the Club that can respond to emails and notices when required or pass them on to the relevant person within the Club.

Game Day Contact | the contact details of the Club's Game Day Contact. These details will be published on the FV Website in a PDF for other Clubs to be able to contact the Club on or prior to Game Days relating to fixtures. See *Current List* here. This person can be the same as one of the Primary Contacts already listed.

Member Protection Information Officer (MPIO) Contact | the contact details of the Club's MPIO if it has one.

☐ **Incorporation & Governance Information**

The date of your most recent Annual General Meeting and a copy of the minutes to upload.

If you have changed your Club Name, ABN, Constitution or Logo since the last Club Membership Application you will need to provide those details/files.

☐ **Club Board/Committee of Management Information**

Contact details of each of your Club Board/Committee of Management Members that have been elected or appointed. Sub-Committee Member details are not required. The number of Board/Committee of Management Members must not exceed the number allowed in Club's Constitution.

☐ **Diversity, Equity & Inclusion (DEI) Club Self-Assessment**

Confirmation that the Club has completed or will complete the DEI Club Self-Assessment by the 31 December for the DEI Team to create an DEI Action Plan for the Club. The DEI Club Self-Assessment can be completed prior to your Membership Renewal Application *here*.

☐ **Club Delegate Information (For FV AGM & FV Director Elections)**

The Club's Nominated Authorised Club Delegate that will represent the Club at the FV AGM; nominate candidates for the FV Board of Directors and vote (if your Club is a Voting Member) at the FV Board Elections.

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