

Circular

Title: Governance Checklist

To: Club Presidents / Directors of Rowing / Secretaries / Treasurers

Date: 2 September 2024

Governance Requirements – Summary

This checklist is designed to assist clubs in managing their compliance within rowing in South Australia and to provide guidance for the requirements that are applicable for managing an Incorporated Association.

Please note: Some sections will not apply to schools and may not apply to all clubs.

	Club or School	Item	Due By	Mark when complete
1.	Club and School	Affiliation Form – Clubs and Schools Complete the Affiliation Form using the link - Affiliation form 2024 - 2025	31 st July 2024	
2.	Club and School	Insurance Renewal Declaration – Clubs and Schools Eastern Equity Insurance Brokers manage this process. Clubs and schools were issued with the information and the policy is available on the Rowing SA website.	31 st July 2024	
3.	Club and School	Organisational Details – Clubs and Schools Following your affiliation form and AGM, review and update the organisational details in Rowing Manager. New details are required (mandatory, and a guide for adding these changes, was provided in the Membership pack.	14 days from completing affiliation form	
4.	Club and School	Booking Forms Clubs and Schools wanting to use our require bookings to be made so we can accommodate the requirements and needs for all stakeholders. These are all located on our website along with booking calendars. Indoor Rowing Room Booking Form Trailer Bays – Northern Reserve Lawn Area – Outside Oar Cafe	Booking to be made with as much advance notice as possible	
5.	Club	Organisational Details – Clubs Any changes to the club's public officer must be notified to the Consumer and Business Services	Within 14 days of AGM	

	Club or School	Item	Due By	Mark when complete
6.	Club	<p>Officers Positions – Clubs WITH a Liquor License Following the AGM, committee members must be updated on the LGO portal. Outgoing committee members should be removed, and newly elected committee members need to be advised to the Commissioner. https://www.sa.gov.au/topics/business-and-trade/liquor/vary-a-licence/committee-members</p>	Within 14 days of AGM	
7.	Club	<p>Annual General Meeting – Clubs Advise Rowing SA of the date of this meeting.</p>	Within 28 days of the meeting date	
8.	Club	<p>Changes to Constitution If any changes to the Club’s constitution have been made, registration of the updated constitution with Consumer and Business Services must take place. Registered changes must occur within one month of the approval. CBS can refuse any changes if they don't comply with the Act. Lodgement online via: Changing Rules</p>	Within 1 month	
9.	Club	<p>Committee Members There are required standards for committee members of incorporated associations. Ensure that all committee members are suitable candidates and are not ineligible</p>	Prior to meeting if known – immediately after if voted from the floor.	
10.	Club	<p>Self-Reporting – ATO The government has implemented that non-charitable NFPs with an active Australian business number (ABN) must lodge an annual NFP self-review return to self-assess their eligibility for income tax exemption. Clubs with an income year ending 30 June, must lodge between the listed dates. ATO Website</p>	NFP self-review return is due between 1 July and 31 October 2024.	
11.	Club	<p>If you do not operate your financial year ending on 30 June, this has additional requirements. Substituted accounting periods (SAP) If the club operates on an income year that is <u>not</u> the standard tax year of 1 July to 30 June, you will need to gain approval from the ATO for</p>	You must seek as exemption from the ATO	

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		amended lodgement date. To have an SAP approved, an NFP needs to demonstrate a business need that makes 30 June inappropriate or impractical as a balance date.		
12.	Club	Working with Children requirements Ensure that any committee member, or volunteer <u>with a role at the club</u> has a working with children check, if you have a significant membership or involvement of children		
13.	Club	Register with the Department of Human Services, Screening unit The DHS portal allows you to manage your WWCC's. Each club will need to appoint an authorised delegate to manage these on the club's behalf. DHS Portal	These must be recorded before any work or volunteering occurs.	

If there are any questions or concerns, please contact:

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