

Deadline Checklist

For Seasonal Sporting Clubs

The check list below is to assist your club to meet the required deadlines throughout the year. This will ensure that the clubs seasonal hire proceeds as smooth as possible.

ACTION	DEADLINE		CHECKED <input checked="" type="checkbox"/>
	Summer	Winter	
<p>User Group Meetings</p> <p>User Group meeting with City Officers will take place during the changeover of each season.</p>	September and March	September and March	
<p>Return Application Forms with required attachments:</p> <ul style="list-style-type: none"> • Current Public Liability Certificate of Currency • Copy of the minutes from the last Annual General Meeting. 	Last Friday August	Last Friday February	
<p>Payment of Bond and Release of Keys/Swipes</p> <p>Keys will not be issued until all Bonds and outstanding balances are paid.</p>	Mid September	Mid March	
<p>Return membership lists</p> <p>All clubs are required to provide the City with a list of all members and their respective suburbs. This is to assist in the invoicing process AND to enable Council to understand how Clubs are progressing with membership numbers.</p> <p>Although members under the age of 18 are not required to pay the 'Per member' charge, the City still requires this information to understand how many 'juniors' are engaged in organised sport.</p>	Early February	Early August	
<p>Invoices will be issued (Payment is due within 30 days of issue).</p>	March	September	
<p>Notify the City of last day of use</p> <p>City Officers will telephone the Club contact to determine the Clubs last day of use. This information enables the City to arrange for the goals to be changed over for the following season.</p>	First week of March	First week of September	
<p>Keys and swipes to be returned to the City</p> <p><u>It is a requirement that ALL keys and swipes are returned*</u>.</p> <p>*Key/Swipe Late Return Fee or Lost keys/swipes charges will incur.</p>	14 April	14 October	