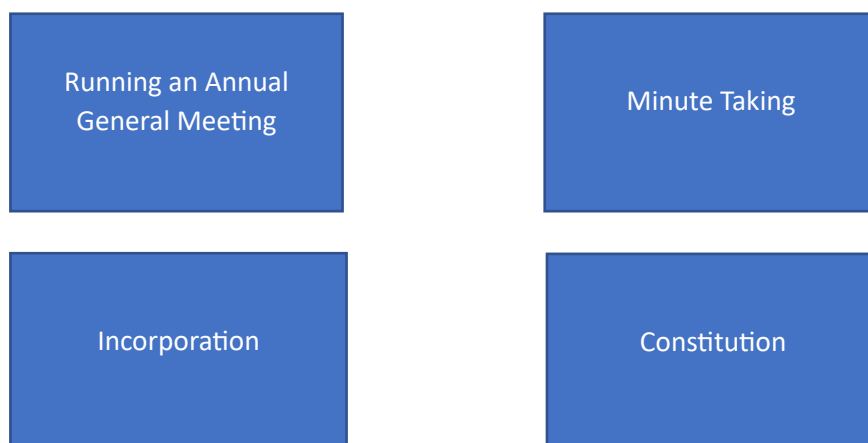


Governance:

Governance is simply the system of rules and processes why which a Touch Football Affiliate is operated. Committees and boards must fully understand their responsibilities, as well as the key operational aspects of their Affiliate.



Running an Annual General Meeting:

The Annual General Meeting (AGM) is an important event for every Affiliate, and a requirement for incorporated organisations. An AGM gives your membership, the general public, and the committee an overview of the Affiliate direction, financial health, and general direction. The AGM is where members are officially engaged into key elected positions. Your Affiliate should try to make the AGM positive, an enjoyable experience, ensuring people go away firmly committed to the Affiliate and its overall goals.

A brief overview of what to expect at an AGM:

- Reports – Reports of Office Bearers (executive committee members President, Treasurer, Secretary etc) and other committee members.
- Elections – At the meeting you need to validly elect key office-bearers. Usually, legislation will specify that you must elect a Public Officer. Depending on the size and nature of the organisation, the AGM is also the time to publicly elect the Chair, Deputy Chair, Secretary and Treasurer and other Board and management committee members.
- Presentation of Accounts – You will need to present the annual accounts to the members in a standard format. Again, legislation in most states provides that you must have your accounts audited if your budget is above a certain level. If you are below this level, you can still have your accounts audited; it may be more expensive, but it provides some assurance that nothing has been overlooked that is likely to damage the organisation.
- General Business – This is where anything which has not been spoken about throughout the meeting can be discussed.

What needs to be done prior to the meeting?

- The AGM must be held within 3 months of the end of financial year (Check your State or Territory requirements).
- The meeting must be advertised to the Membership usually a minimum of 21 days prior (As much notice as possible is recommended) ensure you check your State or Territory requirements .

- The meeting notice must include where the meeting will be held and the date & time of the meeting.
- The meeting can be advertised via email, social media, letter, phone or a combination of these. It is important to remember not all members may have social media so ensure they receive notice via other correspondence.

What needs to be done at the meeting?

- Ensure a trusted member is available to take the meeting minutes
- Call a quorum, this is the minimum number of members (18 years or older) which are required to be present before the meeting can commence. *Your Affiliate's constitution should stipulate the quorum size*
- Run the meeting according to the agenda

The Meeting Agenda

The agenda is the basis for any meeting and gives direction, structure and purpose to the meeting. The agenda should be drawn up jointly by the Chairperson and Secretary and should be followed, unless the meeting directs otherwise.

The agenda should be circulated prior to the meeting so that members may attend the meeting prepared to make a well-informed contribution.

Basic meeting agenda:

1. Call the meeting to order at least several minutes before the opening. Starting on time is essential.
2. Welcome by chairperson and Declare the meeting officially open. This is important as the business of the meeting is recorded in the minutes from this point on.
3. Call the meeting to order at least several minutes before the opening. Starting on time is essential.
4. Record all members present.
5. Introduce any visitors or special guests and formally welcome them to the meeting.
6. Apologies
7. Confirmation of minutes of the previous AGM
8. Business arising from the minutes
9. Chairperson's report
10. Treasurer's report and presentation of audited financial statements
11. Any other reports which your Affiliate may have.
12. Election of Office Bearers & Committee ****see below for more information****
13. General business
14. Guest speaker (if any)
15. Date of next meeting (if known)
16. Close the meeting
17. Minutes (the relevant minutes are the minutes from the previous Annual General Meeting)

**** Election of Office bearers and committee**:**

Nominations for Office Bearers and Committee members must be called for from the floor (the membership of the meeting). If more than one person nominates for a position, there must be an election. Should there be only one nominee there is no need to hold an election.

An election can take place through a show of hands or by secret ballot (secret ballot is preferred).

If the position of Chairperson/President is being contested, the Chairperson/ president needs to stand down during the election and be replaced by an acting Chair specially elected just for the period of the election (this is usually a life member or a well trusted member of the Affiliate).

Incorporation:

What is Incorporation?

Incorporation gives your Affiliate a legal structure.

You can determine if an organisation is incorporated by whether it has the word 'incorporated' after its name.

When a Touch Football Affiliate incorporates, it becomes its own legal entity. As a legal entity your Affiliate will continue to exist even if the committee members change over time.

Reasons Affiliates should be incorporated are:

- Individual Committee members of your Affiliate are not personally liable for the actions of the sports club. Incorporation acts as a safe guard for the committee members.
- Members and Committee members are protected against personal liability for the Affiliate's debts.
- Improved fundraising ability and increased eligibility for grants. Many local councils insist on your club being incorporated before allocating funds and allowing you to book grounds.
- Enhanced ability to borrow money, open bank accounts and enter into leases.

Accesses to procedures and information on Incorporation in each State and Territory are listed below:

Incorporation in NSW

Constitution:

What is a Constitution?

A constitution is a basic set of rules for the daily running of your Affiliate. It outlines the name of your Affiliate, management & committee positions of your affiliate and other conditions under which your Affiliate operates.

Why have a Constitution?

1. Explain to members and non-members about your Affiliate
2. Provide guidelines for the daily running of your Affiliate
3. Help to sort out internal problems and questions.
4. Are a legal necessity if your Affiliate is incorporated.
5. Can help in seeking resources from other organisations, such as a government agency.

Each State and Territory will have different regulations around Affiliate Constitutions for more information and draft constitutions click your relevant State or Territories site below:

NSW – <https://sport.nsw.gov.au/clubs/ryc/governance/constitutions>

STEPS TO WRITING A GRANT APPLICATION

Below is a guide and some recommended steps to follow for organisations intending to make a grant funding submission.

Where to source grants?

There are a number of options. Some of these require an annual subscription but are inexpensive.

- The Sport NSW website maintains a comprehensive list of opportunities that are relevant to sports
- The Funding Centre
- Our Community
- Philanthropy Australia
- Funding Guru

1. PREPARE

It is important to remain prepared as grant opportunities may come up quickly and have short deadlines. Firstly, develop and maintain a spreadsheet of grant opportunities.

- The information to be added into each field is self-explanatory. It is also pre-populated with several grants that are directly relevant to sports regardless of level and geographical location.
- Fill out as much information as you can from the information available on the grant.
- Read (and continue to refer to) the Funding Guidelines and FAQ's to self-assess if your organisation and/or project are eligible to apply for funding under the particular program. If it is a government grant, ensure that you link your program to the broader government programs such as obesity, physical activity, premier's priorities etc.
- Call the grant funder if anything is unclear.
- Take note if there are multiple rounds.
- Check the total pool of funds to give your organisation the best chance of success.
- If available, check past recipients and the amounts which were granted as that will provide you with a good comparison.
- Identify your project or priority areas in your organisation and match those against grant opportunities in the spreadsheet.
- Determine which grants are the best fit for your project or priority.

What to do once a grant has been found that is open and is suitable?

- Read the Funding Guidelines carefully. Don't apply for the sake of it.
- Determine who you'll need to get information from. Depending on your project area it could be the: President, treasurer, your manager, operations staff, a committee chair, your NSO/SSO/State etc.
- Start on your project application early in the application period. Most information can be dropped in at different stages and your application saved and retrieved later.
- Have a thorough understanding of your project.
- Read the project assessment selection criteria thoroughly.

- Consider how your project will address the criteria and how you will support this with some form of evidence.

2. PLAN

- Work out your project timelines and create a project plan of when you will need information – be realistic and ensure they are within the acceptable time period for the grant program.
- Prepare a realistic budget. Don't ask for too little or too much. Check that all budget items are eligible under the grant criteria.
- Identify the community groups that will benefit from your project.
- Source any documents that are required to be attached with your application such as from your NSO/SSO/State/Local/Federal member which could be in the form of a letter of support etc. Also be aware of the need to seek land owner's consent if the grant relates to infrastructure and your organisation does not own the land.

3. WRITE

- Complete the application as fully as possible and ensure that each question or section is appropriately answered.
- Ensure financial information is as accurate as possible.
- Write clearly and succinctly. There are some key words which are always helpful and powerful to include: embed, enable, sustainable, research, evidence-base, innovation, collaboration, capacity, capability, reducing barriers, embracing, (social) inclusion, social impact, measurable outcomes, opportunity, unique.

Tips

- Think of your sport as a vehicle or the tool to deliver the outcome and not just as a sport.

- If your application is for participation or infrastructure, download a profile of your Local Government Area

(LGA) which are free on Profile Id. Profile Id provides a succinct profile of LGAs based on ABS census

information.ng 'seed funding' so it may be important to include some statements about how you can make the subject sustainable.

- Think of the grant funder as providing 'seed funding' so it may be important to include some statements

about how you can make the subject sustainable.

- Don't exceed word limits.
- Attach all the required supporting documentation.
- Don't include documents that are not requested.

- You can work on your project submission over several sittings, so check information and make improvements before you submit your application.

Tip

- *Assume that the assessor has no knowledge of your sport or your organisation.*

4. CHECK

- Review your application, check spelling and grammar and have it reviewed by someone who has never seen the project or heard you talk about it.
 - *After reading it – ask them to explain it to you.*
 - *Did they pick up the main points you wanted to make?*
 - *Did they know what you were asking for?*
- Refine your application and repeat this step until the other person can clearly and easily describe the project back to you.

5. SUBMIT

- Submit before or on time as late applications are unable to be submitted. And if there is an IT issue impacting your submission, you may need the grant funder's help desk.
- Submit in accordance with the instructions.
- Keep a copy of the notification that your application has been received and any identification code that is provided for future reference.

6. What if my application is unsuccessful?

- Don't despair. Most grant opportunities are over-subscribed and grant funders will only fund about 10% of applications they receive. And once you've submitted an application, you have no control over the outcome.
- Ask for feedback.
- Have the courage to reach out for professional assistance to help with grant applications. There are organisations and consultants that specialise in providing these services.

Tips when engaging professional help:

- *Look for values in the consultant/company that align with your organisation's values.*

- *Ensure that they have successfully written grant applications in your priority area(s) and for organisations of similar size.*

- Start small – one grant/an advisory arrangement/a review of grant application before submitting/even a short-term retainer based on an agreed number of hours based on an hourly rate.*
- Ensure that the consultant/organisation is prepared to prove their worth.*
- Ensure that the consultant/organisation is prepared to build the relationship with your organisation.*
- Make sure that you still own the process at each stage.*
- Ensure that you always have access to the grant.*

The Office of Sport has also provided a Grants [Frequently Asked Questions page](#), to clarify matters that have been raised by organisations intending to make a grant funding submission. It will continue to be updated in response to inquiries.