

THE AGM CHECKLIST

Be proud of your achievements as a Good Sports club by promoting the program to your club community.

The Annual General Meeting is a great opportunity to reinforce your club's commitment to the Good Sports program and ensure new committee members are familiar with the requirements of the program and why it's so important.

TALKING GOOD SPORTS AT YOUR AGM

Use this checklist to make sure Good Sports is a key agenda item at your next club meeting.

BEFORE THE MEETING

- Add an agenda item to your AGM to review your Good Sports Accreditation.
- Head to goodsports.com.au/AGM for a toolkit of resources to share at the meeting.
- Check that your Smoking Management (Level 1), Safe Transport (Level 2) and Alcohol Management (Level 3) policies are up to date.
- Review your clubs' liquor license (if applicable) to ensure it is current.
- Nominate someone to update new committee members on the Good Sports portal (make sure they have the login details).
- Appoint a committee member to action any policies that need updating.
- Encourage all committee members to role model and promote healthy behaviours.

DURING THE MEETING

- Confirm your club's Good Sports status and briefly discuss Good Sports benefits to AGM attendees.
- Check if a Responsible Service of Alcohol (RSA) course needs to be booked (if applicable) to make sure members have their RSA certification.
- Current RSA accredited members should be reminded to complete their refresher (if applicable).

AFTER THE MEETING

- Update new committee members' contact details on the Good Sports portal (call your local Good Sports Representative or the Good Sports National Office if you need help to log in or have forgotten your username or password)
- Ensure the club completes its incorporation paperwork (if applicable).



More questions? Our team is always here to help. Get in touch at:
www.goodsports.com.au
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