

NEW CLUB CHECKLIST

This checklist is to assist new and existing clubs in lodging their application for affiliation with AOCRA.

AOCRA Constitution section 7 requires clubs wanting to affiliate to provide the following documentation to the relevant Zone and or AOCRA Ltd. The zone will review and provide a written recommendation to AOCRA Ltd to accept or reject. The Board of Directors of AOCRA Ltd will make the final decision.

Note: Where a signature is required this cannot be an electronic signature.

Tick or comment as required for each item:

Item	Documentation	Response
1	AOCRA Application Form	
2	Club Constitution	
3	Club Incorporation Number & copy of certificate	
4	Club ABN Record	
5	Minutes forming new club and electing / appointing club committee roles. If existing copy of minutes electing / appointing current club committee roles only.	
6	Minutes agreeing to affiliate with AOCRA	
7	Risk Management Plan for club activities & physical location	
8	Club has a Head Coach that is an accredited Outrigger Coach. Copy of certificate.	
9	List of Club Coaches with their Outrigger Coach accredited ID and copy of certificate	
10	In there are no current AOCRA credited Outrigger Coaches, then a list of suitable candidates to attend an AO Coaching Course	
11	Note: AOCRA will work with club to have an accredited outrigger coach mentor those in listed in item 10 upon affiliation	
12	Full Club Member List with their names, addresses and AOCRA membership number if they have one	
13	Club Bank Account in Club Name – copy of bank statement header	
14	Club Affiliation Application Fee <ul style="list-style-type: none"> - July to December \$360 inc GST - January – June \$180 inc GST Westpac Bank: 034-241 161329 Description: Club Affiliation with club name & point of contact	
15	Club Direct Debit Form Completed	
16	Letter from local Council approving physical location	
17	Letter from property owner/ lessor approving physical location	
18	Other documentation including letters from local community in support	
19	Email application to affiliate to the relevant zone and or AOCRA Ltd. Check www.aocra.com.au for zone secretary email address. AOCRA: secretary@aocra.com.au	
The relevant zone of AOCRA Ltd will review and forward their recommendation to the Board of Directors AOCRA Ltd.		

