



# ANNUAL MEMBERSHIP AUDIT

## AMA FORM 1

### OBJECTIVE

Our objective is to obtain useful and accurate information for planning resources and programs.

### ADDRESS

57 Richards Rd,  
Suva, Eastern,  
Fiji

### PHONE

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### EMAIL

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### WEBSITE

www.fijibati.com

ORGANISATION: \_\_\_\_\_

\_\_\_\_\_

### DETAILS OF PERSON FILLING THIS FORM

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

**CHECKLIST** (place a tick for each item done or cross if yet to be done. You can write answer to additional questions in the space provided.)

### GOVERNANCE

- Constitution Adopted & In use
- AGM held as per constitution
  - o Date Last Held \_\_\_/ \_\_\_/ \_\_\_\_\_
- Submitted minutes of your AGM to FNRL
- Has your board convened its first meeting this year? When? \_\_\_\_\_
  - o Date first Held \_\_\_/ \_\_\_/ \_\_\_\_\_
- Have your board approved the its annual plan?
  - o Date approved \_\_\_/ \_\_\_/ \_\_\_\_\_
- Have your coaches submitted their development to the board for approval?
- Has your newly elected executives & staff attended an orientation session?
- Does your minutes properly record decisions of your board?
- Can your minute book be viewed by any of your members?



## FINANCE

- Is a Club Bank Account open and in use? Please write details below:
- Bank: \_\_\_\_\_
  - A/c Name: \_\_\_\_\_
  - A/c No: \_\_\_\_\_
- Has your board approved a budget for this financial year?
- Annual Account of previous financial year submitted to FNRL?
- Does your board have an approved financial procedure?
- Does your organisation own assets?
- Do players & other members have to pay some fee to your organisation?

## PARTICIPATION

Please confirm your Teams participating this year

- Premier Men
- Premier Women
- Youth Men U19
- Register of Registered Players submitted to FNRL
- All Players registered with FNRL
- All players registered on MySideline

## TECHNICAL & EDUCATION

### COACH

- Youth Men's Coach has Level 1 Coaching Accreditation
- Premier Men's Coach has Level 2 Coaching Accreditation
- Premier Women's Coach has Level 2 Coaching Accreditation
- Tick if you need coach training for your staffs. Confirm how many persons in your organization needs to attend the following courses?

**Level 3 HPC** – Zone/State Coaches/ Fiji Resident/ Fiji Bati/ Fiji Bulikula

\_\_\_\_\_

**Level 2 SCC** - Club Head Coach/Premier Grade/ RSV Grade

\_\_\_\_\_

**Level 1 CC** - Club Junior Grade Coaches

\_\_\_\_\_



### Sports Trainer

- Youth Men's Coach has Level 1 SMA Accreditation
- Premier Men's Coach has Level 2 SMA Accreditation
- Premier Women's Coach has Level 2 SMA Accreditation
- Tick if you need coach training for your staffs. Confirm how many persons in your organization needs to attend the following courses?

**Level 3 HPC** - Zone/State Coaches/ Fiji Resident/ Fiji Bati/ Fiji Bulikula

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**Level 2 SCC** - Club Head Coach/Premier Grade/ RSV Grade

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**Level 1 CC** - Club Junior Grade Coaches

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### MEDIA

- Has the Club Media Officer been appointed?
- Name: -----
- Email: -----
- Mobile: -----
- Club Facebook Page created and active (min 3 post per week)  
Facebook Name >>>  
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### INTERNAL POLICIES

Have your organisation's policies/by-laws been updated? -----

Setting rules and procedures have some very beneficial results to professional sports.

Your club will expand and grow in future, more players will come in, hence your club will need to set policies in place to manage growth and changing sports & business environments - Is your club ready?

We are here to help! Email [oceo@fijibati.com](mailto:oceo@fijibati.com) to get help from the Office of the CEO.

## ATTACHMENT CHECKLIST

- Strategic Plan
- Constitution
- Development Plan
- Annual Plan
- Annual Accounts
- Sponsorship Contracts
- Register of Players
- AGM Minutes

