



ANNUAL MEMBERSHIP AUDIT CHECK-LIST

OBJECTIVE

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



ADDRESS

57 Richards Rd,
Suva, Eastern,
Fiji



PHONE

9431470



EMAIL

oceo@fijibati.com



WEBSITE

www.fijibati.com

**FIJI
NATIONAL
RUGBY LEAGUE**



CHECKLIST *(place a cross or a tick for each item done)*

- Workable Constitution currently in use
- AGM held as per constitution and minutes submitted to FNRL
- Bank Account Open and in use
- Annual Financial Report submitted to FNRL
- Annual Budget Formulated
- Teams/Grades Confirmed
- Register of Registered Players submitted to FNRL
- All coaches have Level 1 Coaching Accreditation
- Premier Coach has Level 2 Coaching Accreditation
- Club Facebook Page created and active (min 3 post per week)
- Club Media Officer appointed

[Please use this checklist as part of the annual membership audit. The information you provide on your AMA will greatly assist FNRL in future planning and ensuring that members comply with requirements for operating Rugby League Clubs]

EDUCATION

Is your coach qualified? If not register for courses with the Education Unit on fas@fijibati.com!

Minimum Standards:

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

COMMUNICATION

Tell your story! Has your club appointed a media officer? Is this role assigned to your secretary? Is your facebook page active with at least 2?

All clubs are required to have at least 1 Media Officer.

Look out for Media Officer's Seminar or check out courses on fas@fijibati.com



LEADERSHIP

Has your board convened its first meeting this year? Has your Club held its AGM? Have you set your annual plan? Have your coaches submitted their development to the board for approval? Has your Treasurer set out a budget for 2021? Has your newly elected executives & staff attended orientation? Does your minutes properly record decisions of your board? Can your minute book be viewed by any of your members?

Good Leaders Make A Good House.

CLUB POLICIES/ BY-LAWS

Do clubs officials follow the club's by-laws? Have your club policies/by-laws been updated? Do you need help in developing new club policies/by-laws?

Setting rules and procedures have some very beneficial results to professional sports. Clubs will expand and grow in future, hence your club will need to set policies in place to manage growth and changing sports & business environments – Is your club ready?

How will money be handled? Who banks monies received and when? How we you appoint new coaches? Is it right for the Chairman / President to receive donations at his/her home? Who keeps all assets of the club? Do we have to pay some fee? - if you're asking yourself these questions & don't have a guideline endorsed by the club to answer this questions then you will need one.

We are here to help! Email fas@fijibati.com to get help from the Office of the CEO.

CONTACT US

We are here to help you!

Mr Don Natabe

Acting Chief Executive Officer 9987713 don@fijibati.com

Mrs. Elesi Ketedromo

Executive Consultant 9431470 oceo@fijibati.com

Ms Vasemaca Drova

Manager Finance 9981057 vdrova@fijibati.com

Mrs. Viola Bogirua

Human Resource & Administrative Officer 9981056 vbogirua@fijibati.com

Mr Josaia Dakuitoga

Head of Football & Development 9467466 jdakuitoga@fijibati.com

Ratu Epeli Tagivetaua

Football Administrative Officer 9928227 epeli@fijibati.com