

## **POLICY 9 - DOCUMENTS FILE**

**Links:** Committee

### **Introduction**

The Glenelg Bowling Club has a number of key documents to which it needs ready access for the operation of the club. Such documents need to be stored in both hard copy and electronic format in order to respond to a wide range of requests by government agencies, funding organizations and accreditation bodies.

Key documents for the club include:

- Certificate of Incorporation of an Association
- Club License 57212577 – Liquor Licensing Act
- Greenskeeper’s Contract
- Bowls SA Liability Insurance
- Bank Trust Signatures
- MGA Club Insurance
- Club’s Constitution
- Certificate of Land Title (Including Southern Boundary Information)
- Private Open Space Proclamation list
- Council rates exemption and successful application submission
- APRA Music Playing licence (email 24 February 2020)
- Level 3 Certificate of Accreditation form Good Sports (2020)
- Good Sports Annual Questionnaire
- Starclub Certificate (ref REC09F0120)
- GBC Loan Bowls Register (2018)
- Potential Events Outline
- MBA Conditions of Play (2021-22)
- Club Policies and Procedures
- Grant applications and acquittals

An electronic copy of these documents should be saved off-site (or in the cloud) in order to avoid loss by fire, water damage, computer problems or theft.