



**CLUB OFFICER CHECKLIST** CLUB: \_\_\_\_\_

As a new Club Chairman or Secretary, you will need to make sure the following is completed by the deadlines provided so that we can start the new competition year with all the relevant information in place at County and for National too.

Please check the list below and bring in the paperwork to the County Office who will tick when all is completed, thank you:

1. County VP Nomination Form completed and sent to County Office by **02.10.2017** – this is Exec AGM night, please give to your reps to pass on.
2. Provide full contact details and updated information on your New Club Officer List Form 2017-18 by **09.10.2017** and ensure all information is included e.g. full names, addresses, postcodes, emails etc.
3. Membership Authorisation Signatures Form to be completed and returned to the County Office by **09.10.17**.
4. Complete the Training requirements form on behalf of your Club and return to the County Office by **09.10.2017**.
5. Club Officers need to renew or join up your HFYFC Membership for 2017-18 as soon after your Club AGM as possible and by **30.10.2017**.
6. Complete and return the DBS Internal & External Reference Forms by **30.10.2017**.
7. Arrange with the County Office a date to come in and complete your DBS check by **30.10.2017** – this is currently done by Val Lilwall on Monday evenings at the County Office, please bring the relevant ID and any other paperwork. *Please note your Club will not be able to compete unless this is in place.*
8. Send a Club Report and Club Photo/s for the Yearbook to the County Office by **30.10.2017**.
9. Send a copy of your Club Accounts and AGM Minutes for 2016-17 to the County Office by **30.10.2017**.

*For office use only:*

1. Date Received ..... Date Processed .....
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10. £25 issued ..... £50 issued .....

Completed  .....  
Signed by County Administrator

