

## **Football Queensland – 2025 Club Affiliation Form – Checklist**

The checklist below will assist you in preparing the information required to fill out and submit your Club's online form to be affiliated with Football Queensland.

### **General Club Information**

- ☐ Facility location / address
- ☐ Postal address
- ☐ Website address
- ☐ Generic email
- ☐ Club phone / mobile number
- ☐ High resolution file of Club logo
- ☐ Main contact person and details for the Club
- ☐ Date of last Annual General Meeting held
- ☐ Details of Club Executive Committee (President, Secretary, Treasurer, Registrar)
  - Name, Mobile/Phone, Email and if they are a contact for 2025 competitions
- ☐ Details for current MPIO, Director of Coaching or Coaching Coordinator and Club Referee Coordinator
  - Name, Mobile/Phone, Email and if they are a contact for 2025 competitions

### **Additional General Club Information**

- ☐ Football competitions and programs the Club offers
  - eg. Junior Competition, Miniros, Walking Football, Masters Competitions etc.
- ☐ Member Protection Policy
  - Policy in place and accessible to all members (eg. on club website)
- ☐ Blue Card Register / Database
  - Complete and updated Blue Card register for all coaches, volunteers etc.
- ☐ A file of your Club's most recent set of audited financial statements, including Profit & Loss Statement and Balance Sheet, these should be the financials tabled at the Club's last Annual General Meeting (AGM).
  - FQ are further developing a more detailed understanding of the "football economy", along with the major revenue and expense drivers for Clubs

With all this information on hand the online Club Affiliation Form will take approximately 30-45 mins to complete and submit.