

SMZ CLUB CONTACTS UPDATE FORM

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Southern Metro Zone requires your Club Contact information as per the constitution be kept accurate and as current as possible. Any changes to your Club Exec- must be received on this official form.

Club Name:	
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Main Club Contact Details	Date AGM Held:
Club Postal Address:	
Site/Grounds Address:	
Club Email:	Club Colours;
CAV Incorporation number:	Club Rally Day:

Club District Commissioner	New <input type="checkbox"/>	Existing <input type="checkbox"/>
Please note the appointed Club District Commissioner must be approved by Zone Rep and then ratified by zone executive before appointment becomes official.		
Name:		
Address:		
Email:		
Best Contact no:		
Club President		
Name:		
Address:		
Email:		
Best Contact no:		
Vice President		
Name:		
Address:		
Email:		
Best Contact no:		
Club Secretary		
Name:		
Address:		
Email:		
Best Contact no:		
Club Treasurer		
Name:		
Address:		
Email:		
Best Contact no:		

I _____ Position _____
 from _____ pony club, confirm that the AGM has been held at the above noted
 date and that the following positions have been voted and ratified at the Club AGM.

Please use the Zone official documents, the zone is unable to accept just an email of your new

Please don't forget the following admin duties for your club;

- ☐ Do you have a new DC? Please tick the appropriate box, the Zone must ratify at the next meeting to officiate their position.
- ☐ Use the best club emails for contacts for your positions, note down generic club emails in the above contacts or personal only if this is the only alternative option.
- ☐ Update your Club Exec committee details on just go, un-tick any old Club Exec to remove and tick new committee members.
- ☐ Update and resubmit the Club Delegate & Alternative Delegate for voting rights at SMZ meetings using the official form. This should be voted and documented at your club meetings.
- ☐ Log in to Consumer affairs CAV and submit annual statement and pay club incorporation fee– this is an annual fee, and aligns your club with Zone and Pony Club Vic as part of our constitution requirements. If you can't log in please contact consumer affairs please give them a call for assistance.
- ☐ WWC is required for all your members over 18 years of age. Update card details in just go. WWC are free for Volunteers please see link <https://service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check>
- ☐ All of the above should be done prior to the Zone AGM in August.
- ☐ If you are not holding a Club AGM prior to Zone AGM in August, please advise SMZ Secretary 21 days prior to the Zone AGM (fourth Thursday in August)