

# What is clubCOACH?

Club **C**ommittee **O**nline **A**ssistance **C**entral **H**ighlands



## clubCOACH is a place to learn more about club governance

There are training videos and useful resources on subjects such as: Incorporation and Constitutions, Meeting Basics, Financial Basics.

*Access training at [www.club.coach](http://www.club.coach)*



## clubCOACH sends useful reminders to your email

Never miss a deadline again! clubCOACH can keep your club organised. Simply enter your club's information and important dates and clubCOACH will send you automated email reminders, for example, to help you prepare for your AGM or renew your insurances.

*Check your emails and update your club details to receive useful reminders*

You can update your information in the emails by clicking the blue button and filling out the form.

Open Update Form



## clubCOACH helps you meet your tenure requirements

If you are on a Council tenure agreement, you can use the forms in the clubCOACH emails to upload your club documents to Council and help fulfil your tenure requirements.

*Upload your documents in the form sent to your email*



## clubCOACH can keep your club information in one place

The link and password sent to your email will give you access to your own club dashboard on clubCOACH.

On your dashboard you can:

- See the information you have provided to Council
- Input your committee details
- Keep a record of your membership numbers
- Add information about additional insurances, if required, and receive reminders when they are due to expire
- Use a qualification register to keep a record of qualifications, for example – blue cards, first aid certificates, coaching accreditations. Automatic reminders are sent before each qualification needs renewal
- Review and update your planning questionnaire

Need to update your information? Use the form on your dashboard to send an update request.

*See more about your dashboard at [www.club.coach/dashboard](http://www.club.coach/dashboard)*

*Contact [sportandrec@chrc.qld.gov.au](mailto:sportandrec@chrc.qld.gov.au) if you have any questions*