

## Information Update

6 July 2018

In late 2016 Bowls Victoria sought Club views in relation to potential improvements in the Club Based Affiliation Fee Model.

As a direct result of this feedback, in updating the Club based Affiliation Model, the Board of Bowls Victoria approved and established a procedure to enable consideration of financial relief and/or other support for Clubs facing financial stress in relation to the payment of Club Affiliation Fees for the financial year 2017-2018.

This process is continuing for the 2018-2019 Financial Year.

In order to be eligible for consideration for financial relief or any other support, a Club must be able to demonstrate financial stress for reasons linked to the Club Based Affiliation Fee Model, a significant decline in membership of 15% or more relative at 30 September 2018 to the prior year or some other reason such as a catastrophic event.

Clubs are asked to pay their existing full membership fee invoice sent in early July 2018 by the due date prior to applying for any financial relief or other support.

Applications must be lodged on the prescribed form, available on line from 6 July 2018 or on the form sent to you as part of this notification. Applications will be received by 30 September 2018.

The closing date for applications is 30 September 2018. Applications will then be considered by the Bowls Victoria Finance & Audit Committee and a recommendation will be provided to the full Board of Bowls Victoria for final decision.

The Board's decision regarding assistance to any applicant Club, including any conditions on any relief to be granted or declining the application with recommended remedial actions, will be conveyed to the Club in the first instance and the Club's Regional Bowls Manager subsequent to the relevant Board meeting. Any relief amount granted shall be affected by way of a refund payment against the previously paid affiliation fee.

As part of the process of reviewing Club requests for financial relief and to assist us in evaluating and assisting Clubs' financial relief applications, the list of issues to be addressed and submitted for consideration by Bowls Victoria are included on the prescribed application form.

Bowls Victoria is always available to support and assist our Clubs with a genuine need for financial relief and other support.

Kind regards,

Graeme Bridge  
CHIEF EXECUTIVE

# Application for Financial Relief



Club: \_\_\_\_\_  
 Region: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Division: \_\_\_\_\_

Club Membership (including all categories) 2015-16      2016-17      2017-18

Pennant			
Transitional			
Social			

Who are the current directors/officers of the Club?

by Title, Name and Length of Service in current role

President		
Secretary		
Treasurer		
Communication Officer		

Please complete the checkboxes that follow as either



Has the Club met with the BA Regional Bowls Manager?

    

Please provide copy(ies) of the Health Check Report(s)

Has the Club met with the BV Participation & Club Development Staff?

    

Please specify dates and activities undertaken

Is there a current documented Club Business/Strategic Plan?

    

Has the Club produced forward budgets?

    

Has the Club sought/obtained any sponsorships or Council/Government grants?

    

Please provide details include source and amounts for past two years.

Has the Club developed alternative revenue streams?

    

Please describe nature and amount generated

Does the Club engage with the community and have social membership available?

    

Please describe the nature and frequency of this engagement

# Application for Financial Relief



Outline below the Club membership classifications and annual member fee

	2015-16	2016-17	2017-18
Pennant			
Transitional			
Social			

Please provide the total and by members' fees/affiliation fees paid to your Division and/or Region

Total Region Fees			
Region Fee per member			
Total Division Fees			
Division Fee per member			

Has the club implemented membership recruitment strategies?

Please describe these

Has the Club advertised Club tournaments and promoted the Club on Heads Up?

Has the Club actively participated in Play Bowls Month and held an Open Day?

Does the Club run any social, twilight, corporate and/or barefoot bowling events?

Does the Club obtain full contact details of participants who are not members?

Please describe the frequency, the nature of these activities and actions in your 100-word statement below.

Is the Club using the Bowls Connect database for the management of its membership?

## Documents to be attached

- Annual Audited Financial Statements past two years (2017, 2018)
- Annual Consumer Affairs Victoria / Fair Trading NSW filings past two years
- Business Plan for current year (2018-2019)
- Budgets for current year (2018-2019)
- Year to date financial report
- Capital expenditure in the past 24 months and planned within the next 5 years.
- Past 12 months (2 x 6 months) Club participation statistics by category as provided to BV

# Application for Financial Relief



Please provide a statement of up to 100 words indicating the reasons for your request for hardship relief, reasons for any decline in your membership and include details of recruitment strategies implemented.

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Signed:

Club President \_\_\_\_\_

Club Secretary \_\_\_\_\_

Date: \_\_\_\_\_