



CLUB OFFICIALS NOTIFICATION FORM

Each year immediately following your club Annual General Meeting, the Club Secretary is required to notify the Midland Zone of the newly elected officials – EVEN IF THE SAME PERSON IS RETURNED TO OFFICE. Should a casual vacancy occur throughout the year, notification of the changes should be submitted on this form.

☐ **We have updated all executive committee member and the DC roles on JustGo.**

☐ **Relevant executive committee members and the DC are administrators on JustGo.**

Club Name:				AGM month:
Day of month Rally held:	1 st Sunday <input type="checkbox"/>	2 nd Sunday <input type="checkbox"/>	3 rd Sunday <input type="checkbox"/>	4 th Sunday <input type="checkbox"/>
Address of Club Grounds:				
Club Contact:				
Club Email:				
Postal Address:	Postcode:			
Office Bearers:				
PRESIDENT		Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>		
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>				
Name:		Surname:		
Phone:		Email:		
VICE PRESIDENT		Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>		
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>				
Name:		Surname:		
Phone:		Email:		
SECRETARY/PUBLIC OFFICER		Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>		
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>				
Name:		Surname:		
Phone:		Email:		
TREASURER		Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>		
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>				
Name:		Surname:		
Phone:		Email:		

➤ ** From 1st January 2025, it is mandatory that all club committee members and coaches have completed the Safeguarding Children & Young People in Sport Induction Course. It is the clubs responsibility to ensure this has been completed and added to member credentials on JustGo.



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Other Club Officials

PCV – Handbook of By Laws 2021. 6.10 Appointment of DC

6.10.a At the first meeting after its AGM, the club's committee appoints the DC, pending final approval by the zone representative and ratification by the zone executive, in accordance with rule 6.9.a.iii.

6.10.d On appointment, the DC automatically becomes a member of the club committee and remains in office, if ratified by the zone, until a new DC is appointed.

6.10.e The club must appoint an assistant DC to perform the DC's duties, except for signing of grading on the club member card, if the DC is i. absent or taking part in a mounted rally in which case the DC must also be an adult riding member of the club.

6.10.f The term of office of a DC is one year. The DC may be reappointed.

6.10.g The committee may rescind the appointment of the DC and reappoint another at any time by resolution of the club committee.

6.10.h The club secretary must update their club records in the association database each year and advise the zone secretary and zone representative, even if the same person has been reappointed.

DISTRICT COMMISSIONER:		Permission to release details*: YES <input type="checkbox"/> NO <input type="checkbox"/>	
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
ASSISTANT District Commissioner:		Permission to release details*: YES <input type="checkbox"/> NO <input type="checkbox"/>	
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
ZONE DELEGATE 1:		Permission to release details*: YES <input type="checkbox"/> NO <input type="checkbox"/>	
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
ZONE DELEGATE 2:		Permission to release details*: YES <input type="checkbox"/> NO <input type="checkbox"/>	
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
STATE DELEGATE:		Permission to release details*: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Currently this defaults to the club president, but can be nominated to another committee position. This role may vote on behalf of their club on state matters under the new governance model.			
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
CERTIFICATE COORDINATOR:		Permission to release details*: YES <input type="checkbox"/> NO <input type="checkbox"/>	
I have completed the Safeguarding Children & Young People in Sport Induction Course** <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	

Midland Zone collects this information for use and assistance in managing the affairs of the Zone. The primary purpose for collecting such information is to ensure Zone can communicate quickly with club officials and to ensure members operate within the PCV rules, directives of the state council and the Victorian Associations Incorporations Act (1981). Subject to the provisions of the Privacy Act 1988, you may have access to, correct and update the personal information we collect about you.

If your club requires assistance with JustGo officials update or completing the Online Safeguarding Children & Young People in Sport Induction Course, please contact any of the MZ executive.

Following your Club AGM, send this updated form to Midland Zone Secretary

midland-zone@live.com.au