

MANLY EAGLES BASEBALL CLUB

# Club Leadership Handover Checklist

Year-end reporting, AGM, records, assets and incoming Board induction • 2026 review

## Purpose

This checklist supports an orderly transition between outgoing and incoming MEBC Board Members and other key office-holders. It protects continuity, legal records, finances, assets, systems and organisational knowledge. It must be used with the MEBC Constitution, delegations and current regulatory requirements.

|                       |                                               |
|-----------------------|-----------------------------------------------|
| Handover period       | From ____ / ____ / ____ to ____ / ____ / ____ |
| Outgoing President    | _____<br>—                                    |
| Incoming President    | _____<br>—                                    |
| Outgoing Secretary    | _____<br>—                                    |
| Incoming Secretary    | _____<br>—                                    |
| Public Officer        | Outgoing: _____ Incoming: _____<br>_____      |
| AGM date              | ____ / ____ / ____                            |
| Final completion date | ____ / ____ / ____                            |

## Governance rule

A role ending does not end duties to return Club property, records or access. Former committee members must deliver association documents to the Public Officer within the period required by NSW law. Do not place passwords, recovery codes or banking credentials in this checklist.

## 1. Handover governance and planning

| Action                                                                                                    | Done                     | Owner / notes / due date |
|-----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Board appoints a handover coordinator and confirms who may approve each transfer                          | <input type="checkbox"/> |                          |
| Outgoing and incoming office-holders are identified, including the Public Officer                         | <input type="checkbox"/> |                          |
| Constitution, AGM timetable, financial year and current regulatory tier / exemptions are checked          | <input type="checkbox"/> |                          |
| A restricted handover folder and master action register are created                                       | <input type="checkbox"/> |                          |
| Each outgoing role prepares a status report, open-actions list and key-calendar dates                     | <input type="checkbox"/> |                          |
| Conflicts, complaints, investigations and sensitive matters are assigned to authorised recipients         | <input type="checkbox"/> |                          |
| Critical suppliers, governing bodies, insurers, venue owners and stakeholders are advised where necessary | <input type="checkbox"/> |                          |
| Incoming Board receives the Constitution, Board Code of Conduct, policies, delegations and strategic plan | <input type="checkbox"/> |                          |
| Handover meeting date is booked and unresolved actions receive an owner and due date                      | <input type="checkbox"/> |                          |

## 2. Year-end reports and AGM booklet

The Secretary coordinates the annual report pack or AGM booklet. Publish only information approved for members or public release; retain the controlled record in the Club's authorised system.

| Report / publication item                                  | Done                     | Owner / notes / due date |
|------------------------------------------------------------|--------------------------|--------------------------|
| President's report                                         | <input type="checkbox"/> |                          |
| Secretary's report                                         | <input type="checkbox"/> |                          |
| Treasurer's report and required financial statements       | <input type="checkbox"/> |                          |
| Head Coach report                                          | <input type="checkbox"/> |                          |
| Grade and program reports relevant to the completed season | <input type="checkbox"/> |                          |

| Report / publication item                                                                   | Done                     | Owner / notes / due date |
|---------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Player and team statistics verified against the official competition source                 | <input type="checkbox"/> |                          |
| Awards and historical records checked                                                       | <input type="checkbox"/> |                          |
| Sponsors, volunteers, life members and major contributors appropriately acknowledged        | <input type="checkbox"/> |                          |
| Personal information, junior information and photographs checked before publication         | <input type="checkbox"/> |                          |
| Final pack approved, issued to members as required and archived in editable and PDF formats | <input type="checkbox"/> |                          |

### 3. AGM preparation

#### Timing and notice

Hold the AGM within the timeframe required by NSW law and the MEBC Constitution. Confirm the Constitution's notice, nomination, quorum, voting and proxy rules. A special resolution generally requires at least 21 days' notice and must be set out in full.

| Action                                                                                        | Done                     | Owner / notes / due date |
|-----------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Confirm financial year end and latest lawful date for the AGM                                 | <input type="checkbox"/> |                          |
| Board approves AGM date, time, venue / technology and returning officer or chair arrangements | <input type="checkbox"/> |                          |
| Review voting membership and prepare the current member register                              | <input type="checkbox"/> |                          |
| Invite nominations and prepare election material in accordance with the Constitution          | <input type="checkbox"/> |                          |
| Identify ordinary business, proposed motions and any special resolutions                      | <input type="checkbox"/> |                          |
| Issue AGM notice, agenda and papers within the required notice period                         | <input type="checkbox"/> |                          |
| Prepare attendance register, apologies, proxies (if permitted), ballots and minute template   | <input type="checkbox"/> |                          |
| Confirm quorum calculation and contingency if quorum is not achieved                          | <input type="checkbox"/> |                          |

| Action                                                                                                     | Done                     | Owner / notes / due date |
|------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Prepare President's report, financial statements, auditor / reviewer report if required, and other reports | <input type="checkbox"/> |                          |
| Check accessibility, child-safety, venue, technology and records arrangements                              | <input type="checkbox"/> |                          |

## 4. Conducting the AGM

| Action                                                                                          | Done                     | Owner / notes / due date |
|-------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Register attendees, voting eligibility, apologies and valid proxies                             | <input type="checkbox"/> |                          |
| Confirm quorum before business begins                                                           | <input type="checkbox"/> |                          |
| Declare conflicts of interest and record how they are managed                                   | <input type="checkbox"/> |                          |
| Confirm or amend previous AGM minutes as required                                               | <input type="checkbox"/> |                          |
| Present annual and financial reports and record resolutions                                     | <input type="checkbox"/> |                          |
| Conduct elections under the Constitution and record terms / vacancies                           | <input type="checkbox"/> |                          |
| Consider ordinary business and each notified resolution                                         | <input type="checkbox"/> |                          |
| Record exact wording and voting result for special resolutions                                  | <input type="checkbox"/> |                          |
| Confirm incoming office-holders, Public Officer arrangements and authorised signatory decisions | <input type="checkbox"/> |                          |
| Arrange custody of signed attendance, ballots where retained, reports and draft minutes         | <input type="checkbox"/> |                          |

## 5. After the AGM and statutory actions

| Action                                                                                          | Done                     | Owner / notes / due date |
|-------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Draft clear minutes recording attendees, reports, resolutions, elections and declared interests | <input type="checkbox"/> |                          |
| Chair reviews and signs minutes when approved under the Constitution                            | <input type="checkbox"/> |                          |

| Action                                                                                                     | Done                     | Owner / notes / due date |
|------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Provide incoming Board with election results, contacts, delegations and immediate obligations              | <input type="checkbox"/> |                          |
| Determine whether MEBC is Tier 1, Tier 2 or eligible for a reporting exemption for the financial year      | <input type="checkbox"/> |                          |
| Lodge the applicable annual summary / financial reporting within the required deadline                     | <input type="checkbox"/> |                          |
| Notify NSW Fair Trading of a new Public Officer and any official-address change within the required period | <input type="checkbox"/> |                          |
| Register an approved change to the Constitution, objects or name within the required period                | <input type="checkbox"/> |                          |
| Update ATO / ABR authorised contacts and relationship authorisations where applicable                      | <input type="checkbox"/> |                          |
| Update governing body, insurer, council / venue, licences and other registrations                          | <input type="checkbox"/> |                          |
| Store AGM records, signed reports and evidence of lodgement in the governance archive                      | <input type="checkbox"/> |                          |

### NSW reporting checkpoint

For an NSW incorporated association, the AGM is generally due within six months after financial year end. An annual summary is generally due within one month after the AGM and no later than seven months after year end, subject to the association's tier and any exemption. Confirm the current rule before lodgement.

## 6. Financial and banking handover

| Action                                                                                     | Done                     | Owner / notes / due date |
|--------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Bank accounts, merchant facilities, term deposits and payment services reconciled          | <input type="checkbox"/> |                          |
| Incoming authorised signatories approved and recorded in Board / AGM minutes as required   | <input type="checkbox"/> |                          |
| Bank mandate and online-banking administrator changes completed directly with the provider | <input type="checkbox"/> |                          |
| Former signatories, cards, tokens and user access removed promptly                         | <input type="checkbox"/> |                          |

| Action                                                                                                         | Done                     | Owner / notes / due date |
|----------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| ATO, ABR, payroll, superannuation and accounting-system access reviewed where applicable                       | <input type="checkbox"/> |                          |
| Current budget, cash flow, creditors, debtors, grants and restricted funds explained                           | <input type="checkbox"/> |                          |
| Latest statements, reconciliations, asset register and outstanding liabilities transferred                     | <input type="checkbox"/> |                          |
| Purchasing, expense, reimbursement and approval delegations confirmed                                          | <input type="checkbox"/> |                          |
| Insurance premiums, subscriptions and recurring payments reviewed                                              | <input type="checkbox"/> |                          |
| No person approves their own access, reimbursement or related-party transaction without an independent control | <input type="checkbox"/> |                          |

## 7. Records, registers and legal documents

| Action                                                                   | Done                     | Owner / notes / due date |
|--------------------------------------------------------------------------|--------------------------|--------------------------|
| Current Constitution and evidence of registered amendments               | <input type="checkbox"/> |                          |
| Certificate / details of incorporation, ABN and registrations            | <input type="checkbox"/> |                          |
| Minutes of all general and Board meetings                                | <input type="checkbox"/> |                          |
| Register of members                                                      | <input type="checkbox"/> |                          |
| Register of committee members and authorised signatories                 | <input type="checkbox"/> |                          |
| Register of interests, disclosures and related-party decisions           | <input type="checkbox"/> |                          |
| Financial records and annual reports retained for the required periods   | <input type="checkbox"/> |                          |
| Contracts, leases, licences, grants, sponsorships and service agreements | <input type="checkbox"/> |                          |
| Insurance policies, claims history and incident records                  | <input type="checkbox"/> |                          |
| Employment, contractor and volunteer records where applicable            | <input type="checkbox"/> |                          |
| Child-safeguarding, WWCC verification and member-protection records      | <input type="checkbox"/> |                          |

| Action                                                                        | Done                     | Owner / notes / due date |
|-------------------------------------------------------------------------------|--------------------------|--------------------------|
| Intellectual property, logo artwork, licences and evidence of asset ownership | <input type="checkbox"/> |                          |
| Retention schedule, legal holds and destruction authorisations                | <input type="checkbox"/> |                          |

### Record retention

Minutes should be retained indefinitely. NSW guidance states financial records must generally be kept for at least five years, while other laws may require longer periods. Do not destroy records relevant to a complaint, claim, audit, investigation or potential litigation.

## 8. Physical assets, stock and facilities

| Action                                                                                 | Done                     | Owner / notes / due date |
|----------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Asset register physically checked and discrepancies investigated                       | <input type="checkbox"/> |                          |
| Cash, cards, payment devices and floats counted and receipted                          | <input type="checkbox"/> |                          |
| Baseball, coaching, grounds, medical and safety equipment transferred                  | <input type="checkbox"/> |                          |
| Canteen stock, merchandise, uniforms and promotional materials counted                 | <input type="checkbox"/> |                          |
| Keys, fobs, alarm codes, access cards and storage arrangements updated                 | <input type="checkbox"/> |                          |
| Vehicles, trailers, machinery and regulated equipment transferred with service records | <input type="checkbox"/> |                          |
| Trophies, honour boards, archives and memorabilia secured                              | <input type="checkbox"/> |                          |
| Council / MWDBA venue conditions, defects and current bookings explained               | <input type="checkbox"/> |                          |
| Disposals, loans and personal custody of Club property documented                      | <input type="checkbox"/> |                          |
| Incoming custodian signs for material assets and unresolved shortages are escalated    | <input type="checkbox"/> |                          |

## 9. Digital systems and information security

| Action                                                                                             | Done                     | Owner / notes / due date |
|----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Digital Asset Register lists every Club account, platform, subscription and domain                 | <input type="checkbox"/> |                          |
| Each system has a Club-controlled owner and at least two authorised administrators where practical | <input type="checkbox"/> |                          |
| Individual administrator accounts are used and permissions follow least-access principles          | <input type="checkbox"/> |                          |
| Multi-factor authentication and recovery methods are updated                                       | <input type="checkbox"/> |                          |
| Credentials are transferred through the approved password manager or secure method                 | <input type="checkbox"/> |                          |
| Former users, personal recovery details, devices and sessions are removed or revoked               | <input type="checkbox"/> |                          |
| Email, website, registration, team, cloud storage and social-media access tested                   | <input type="checkbox"/> |                          |
| Domain, DNS, hosting, software renewals and billing ownership confirmed                            | <input type="checkbox"/> |                          |
| Backups, retention, privacy controls and incident contacts explained                               | <input type="checkbox"/> |                          |
| Personal devices and uncontrolled copies of Club information are addressed                         | <input type="checkbox"/> |                          |
| Known security warnings, data breaches or missing access are reported and managed                  | <input type="checkbox"/> |                          |

### Separate detailed checklist

Use the MEBC Social Media Administrator Handover Checklist for social, website and communications roles. Never record passwords or recovery codes in this document.

## 10. Contacts, calendar and commitments

| Action                                                        | Done                     | Owner / notes / due date |
|---------------------------------------------------------------|--------------------------|--------------------------|
| Baseball NSW, competition, association and team contacts      | <input type="checkbox"/> |                          |
| Northern Beaches Council, MWDBA and venue / facility contacts | <input type="checkbox"/> |                          |

| Action                                                                                                           | Done                     | Owner / notes / due date |
|------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Sponsors, grant providers and current deliverables                                                               | <input type="checkbox"/> |                          |
| Coaches, managers, officials, scorers and volunteer coordinators                                                 | <input type="checkbox"/> |                          |
| Insurer, broker, accountant, auditor / reviewer and legal contacts                                               | <input type="checkbox"/> |                          |
| Suppliers, contractors, emergency and maintenance contacts                                                       | <input type="checkbox"/> |                          |
| Season entries, registrations, permits, licences and insurance renewal dates                                     | <input type="checkbox"/> |                          |
| Games, training, presentation events, raffles, fundraising and community events                                  | <input type="checkbox"/> |                          |
| Board calendar, reporting deadlines and recurring communications                                                 | <input type="checkbox"/> |                          |
| Open complaints, claims, disciplinary matters and confidential commitments transferred only to authorised people | <input type="checkbox"/> |                          |

## 11. Role-specific handover acceptance

| Role                     | Minimum handover                                                                                                                                                                     | Accepted              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>President / Chair</b> | Strategic priorities; Board calendar; major relationships; governance risks; open decisions; complaints and confidential matters; external representation.                           | Name / date:<br>_____ |
| <b>Secretary</b>         | Minutes; member and committee registers; correspondence; notices; meeting calendar; policy register; filings; governance archive and action register.                                | Name / date:<br>_____ |
| <b>Treasurer</b>         | Financial statements; budget; reconciliations; banking; accounting systems; tax / NFP obligations; payroll if applicable; grants; debtors / creditors; insurance and asset register. | Name / date:<br>_____ |
| <b>Public Officer</b>    | Incorporation records; official address; statutory notices and lodgements; custody of association documents; regulator access and due dates.                                         | Name / date:<br>_____ |

| Role                                    | Minimum handover                                                                                                                                                      | Accepted              |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Head Coach / Baseball</b>            | Playing program; coach appointments; registrations; team entries; selection and discipline matters; equipment; uniforms; player development and competition contacts. | Name / date:<br>_____ |
| <b>Operations / Facilities</b>          | Council / MWDBA liaison; venue bookings; keys and codes; maintenance; grounds; WHS; emergency arrangements; contractors and equipment.                                | Name / date:<br>_____ |
| <b>Canteen / Events</b>                 | Food and liquor requirements; stock; rosters; suppliers; payment equipment; event plans; incident controls and records.                                               | Name / date:<br>_____ |
| <b>Communications / Social</b>          | Content calendar; brand assets; approvals; website / social accounts; sponsor deliverables; consent and moderation records; analytics and current campaigns.          | Name / date:<br>_____ |
| <b>Member Protection / Child Safety</b> | Role contacts; safeguarding controls; WWCC verification status; complaint pathways; restricted records and unresolved matters transferred confidentially.             | Name / date:<br>_____ |
| <b>Other portfolio</b>                  | Role: _____<br>Current priorities, records, assets, access, calendar, risks and contacts transferred.                                                                 | Name / date:<br>_____ |

## 12. Executive handover meeting

| Action                                                                                             | Done                     | Owner / notes / due date |
|----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Outgoing and incoming Board Members attend or complete portfolio sessions                          | <input type="checkbox"/> |                          |
| Outgoing team explains decisions, current position and unfinished business—not just file locations | <input type="checkbox"/> |                          |
| Incoming team confirms access to records, banking, systems, keys and critical contacts             | <input type="checkbox"/> |                          |
| Strategic plan, budget, season calendar and first 90-day priorities are reviewed                   | <input type="checkbox"/> |                          |
| Risks, safeguarding, insurance, compliance and upcoming deadlines are discussed                    | <input type="checkbox"/> |                          |

| Action                                                                                                                                            | Done                     | Owner / notes / due date |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Each unresolved item has one accountable owner and a realistic due date                                                                           | <input type="checkbox"/> |                          |
| Board agrees the first meeting date, induction needs and decision-making arrangements                                                             | <input type="checkbox"/> |                          |
| Outgoing office-holders remain available for a reasonable transition period where possible, without retaining authority or access beyond approval | <input type="checkbox"/> |                          |

### 13. Final verification and declaration

| Final control                                                                      | Done                     | Owner / notes / due date |
|------------------------------------------------------------------------------------|--------------------------|--------------------------|
| All required AGM and statutory actions completed or entered in the action register | <input type="checkbox"/> |                          |
| Financial authority and bank access verified by an independent Board Member        | <input type="checkbox"/> |                          |
| Physical assets, keys and records accepted by the incoming custodian               | <input type="checkbox"/> |                          |
| Digital access verified and former access removed                                  | <input type="checkbox"/> |                          |
| Role-specific acceptance completed                                                 | <input type="checkbox"/> |                          |
| Sensitive matters transferred through a confidential process                       | <input type="checkbox"/> |                          |
| Outstanding actions, discrepancies and missing items reported to the Board         | <input type="checkbox"/> |                          |
| Completed checklist stored in the restricted governance archive                    | <input type="checkbox"/> |                          |

We confirm that the handover recorded in this checklist has been completed to the best of our knowledge. Signing does not waive responsibility for an undisclosed matter, remove a legal duty, or confirm that every outstanding action is complete unless marked as such.

|                           |                                             |
|---------------------------|---------------------------------------------|
| <b>Outgoing President</b> | Name: _____ Signature: _____<br>Date: _____ |
| <b>Incoming President</b> | Name: _____ Signature: _____<br>Date: _____ |
| <b>Outgoing Secretary</b> | Name: _____ Signature: _____<br>Date: _____ |
| <b>Incoming Secretary</b> | Name: _____ Signature: _____<br>Date: _____ |

**Public Officer**Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_**Treasurer / verifier**Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Local settings to complete before adoption

- Insert MEBC's exact incorporated legal name and incorporation number.
- Confirm the Constitution's financial year, AGM notice, nomination, quorum, proxy, election and minute-approval rules.
- Record whether MEBC is Tier 1, Tier 2 or eligible for an ACNC-related financial reporting exemption.
- Confirm current regulator, banking, ATO / ABR, governing body and insurance contacts.
- Approve the Club's restricted records location, password manager, retention schedule and Digital Asset Register.
- Assign the handover coordinator and custodians for governance, finance, safeguarding, facilities and digital systems.

## Approval and amendment history

| Version | Review date | Effective date | Summary                                                               |
|---------|-------------|----------------|-----------------------------------------------------------------------|
| 1.0     | 14/08/26    | 14/08/26       | Comprehensive replacement of the former Publisher handover checklist. |

Updated with reference to current NSW Government incorporated-association guidance, ATO not-for-profit contact guidance and Australian Cyber Security Centre account-security guidance. Confirm MEBC's Constitution and actual regulatory settings before adoption. This checklist is operational guidance and not legal advice.