



# Queensland Eight Ball Federation Incorporated

ABN: 52 124 022 404

IA: 01397

www-qebf.org.au www-qpool-com-au

## QEBF NEW MEMBER CHECK LIST (2017)

New associations are usually appraised at the QEBF AGM each year.

*QEBF require these documents/details from all affiliated associations:*

*You will need to provide ----- (via email, in DOC or XLS format)*

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**Incorporation Association Trading Name:** eg, My Eight Ball Association Inc

**Incorporation Association number 'IA':** Queensland Fair Trading Certificate

**Australian Business Number 'ABN':** Australian Taxation Office or N/A

**Association Constitution:** documents,

**Association By-Laws:** documents,

**Association Tournament Rules:** documents,

**Association Trade Mark:** Logo, Banners etc

**Association Management Committee:** All Members including President, Secretary and Treasurer at minimum with full contact details including their Name, Postal Address, City, Post Code, Phone, Mobile, email etc



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**Association Coordinators:** Junior, Coaching and Officials (Umpire) as per Australian Sports Commission.

**Association Links:** website, social media etc

**Association Minutes:** reflecting resolution to seek QEBF Membership

**Association Letter:** Formal letter requesting QEBF Membership

(Requires proposer and seconder)

**Membership: Database:** (50+) Name, Postal Address, City, Post Code, Mobile and email. Include player grading, Team, A, B or C Grade and Male or Female and juniors.

**League Venues:** Name, Street Address, City, Post Code, Phone, email and website.

**League Fixtures Draw:** Previous Year and Current League Team/Singles Fixtures.

Grades (Divisions) your League plays

**League Fixtures Score sheet:** weekly fixture score sheet

**League Fixtures Results:** Previous Year and Current League Team/Singles Results

**League Calendar:** Calendar of events