



REGISTER FOR THE BACK TO BASICS TRAINING FOR CLUB MANAGERS

This is a two-day course is aimed at 'upskilling' Club Managers who would like to improve their knowledge around compliance issues and obtain a detailed understanding of the various components clubs traditionally earn revenue from. Some of the topics are:

- Who is Clubs New Zealand and what we can assist with via our website or in person;
- Basic accounting requirements for your club – Audits, Gaming accounts, "KISS";
- Legislation that effects your club - The Sale & Supply of Alcohol Act 2012, Incorporated Societies Act, Food Bill etc;
- Gaming – best practices;

The full agenda is on the Clubs New Zealand website or you can contact Michelle for a copy.

The course starts on Tuesday 30th July at 10am and finishes on Wednesday 31st July at 3pm, allowing for travel to and from the course.

The cost of the two-day course is \$180.00.

Accommodation can be secured on your behalf by Clubs New Zealand at the Mecure Wellington Abel Tasman Hotel (3-minute walk to Clubs New Zealand) for \$165 room only. (Please contact michelle@clubsnz.com re accommodation).

To register please complete the form below and return it via email to michelle@clubsnz.com or post to PO Box 11-749, Manners Street, Wellington and pay the registration fee by internet banking to Clubs New Zealand, 03-0539-0213069-00, noting your name and Club in the reference and code columns.

We at Clubs New Zealand would urge all Club Presidents to seriously consider whether their manager can benefit from this comprehensive training course, and invest in this training for the future good of your Club.

Please register me for the Clubs New Zealand Back to Basic's Managers Course.

NAME:

CLUB:

EMAIL ADDRESS:

I REQUIRE ACCOMMODATION: YES NO

I have deposited the fee of \$180 into Bank Account No. 03-0539-0213069-00: YES NO

