

MSA CLUB INFORMATION (ENTITY DETAILS)

This Help Sheet will assist you with collating all the information required to enter in your Club's Entity profile when Masters Swimming Australia migrates to Swim Central for the start of the 2023 season. This is also a great chance to review your club details and check that your contacts are current. Please note the fields with * are required when you come to updating your Club details in Swim Central.

Date of form filled in: _____

GENERAL DETAILS

Club Name/Entity Name:

eg Sandgropers Masters Swimming Club

This is the name you want your club to go by – can be different to the ABN/ABR registered name

Club Website *

If you do not have a website this can be a social media page or your Branch website (mswa.asn.au)

Contact email:

Contact name:

Contact phone number

Club ABN: (11-digit number) *

Club/Entity Registered Name: *

eg Masters Swimming Western Australia Inc.

Please note the Registered Club name needs to be exactly as it is on the Australian Business Register/ABN – you can check HERE: <https://www.abr.business.gov.au/>

*For more info on how register for a Club ABN see **MSA How to apply for an ABN - Final 15.09.2022** (Help Sheet)*

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Address (inc State & Postcode) *

FINANCES

Club/Entity Bank Account Name *

BSB Number *

Bank Account Number *

Are you Registered for GST: Yes or No

Yes if your business has a GST turnover of \$75,000 or more or your non-profit organisation has a GST turnover of \$150,000 or more

Club Account contact (Secretary or Treasurer)

Certain identification (ID) is required to be provided by club admins to then be verified by Swim Central's payment software (Stripe) as a security measure. This is in place to protect individual and organisation payments. The following person is named as the Account Contact in the Entity's profile. The ID that is required to be uploaded needs to be done in their own profile first.

Account Contact Email *

Account Contact First Name *

Account Contact Last Name *

Account Contact DOB *

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ID to be uploaded to be verified by Stripe (JPEG or PNG only)

- The FRONT of Government issued Identification: Identity Document 1
- The BACK of Government issued Identification: Identity Document 2

Please make sure you have this information when you come to updating your Entities details. If using a Passport you only need 1 ID document, if using a Drivers Licence or Government Issued Identity card you need 2 ID documents.

You can remove the ID documents from Swim Central once the Club Entity bank account has been verified by Stripe

For more information please see **How To Upload Id Documents For Club Account Help Sheet**

CLUB DETAILS

Venue Address:

Postcode

*This is the venue your club swims at but can be a PO box or postal address
eg UQ Sport Aquatic Centre*

Club Short Name (Meet):

Eg MSWA

We are currently working on this being used for Meet Manager This is to be provided to the National Office for entry

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POSITIONS

We recommend the following positions are set-up in your Club Dashboard in Swim Central – please note all positions have the same access (*Help Sheet*)

- Secretary: person who may set up and manage memberships
- Membership Officer: person who may setup and managed memberships
- Club Captain: person who manages events and relays – can be Club Captain
- Treasurer: person who will manage finances
- President

Secretary Name:

Secretary Email:

Membership Officer Name:

Membership Officer Email:

Club Captain Name:

Club Captain Email:

Treasurer Name:

Treasurer Email:



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President Name:

President Email:
