CLUBS VICTORIA INC.

HUMAN RESOURCES PRODUCTS/SERVICES

Position Description Suites

- Licensed Clubs Award 1998
- Sportsground Maintenance & Venue Presentation Award 2001
- Managers & Secretaries Award 2002

Contains template position descriptions for each classification in the respective awards. Licensed Clubs Award 1998 Suite includes the recent addition of clerical and front office classifications.

Staff Handbook & Policies

- A template staff handbook, updated to include changes resulting from WorkChoices legislation, that can be varied to suit the circumstances of your club;
- Club policies such as OH&S, harassment and discrimination policies; and
- Club procedures, such as disciplinary procedures for staff.

Management Recruitment Service

ClubsVIC provides a club specific Recruitment Service with confidential, professional assistance for the entire recruitment process or any part thereof. Recruitment fees range from $1000 to $3500 (plus GST) depending on the position and the services required. Please contact ClubsVIC for more information and quotes.

ORDER FORM

Club: ……..

Contact Name: …… Position: …… Phone: ……

Licensed Clubs Award 1998 Position Descriptions Suite	Tick	$275.00 (inc GST)
Sportsground Maintenance & Venue Presentation Award 2001 Position Descriptions Suite	Tick	$275.00 (inc GST)
Managers & Secretaries Award 2002 Position Descriptions Suite	Tick	$275.00 (inc GST)
Staff Handbook & Policies	Tick	$330.00 (inc GST)
Please indicate if club has: ☐Gaming ☐TAB/Wagering	**TOTAL**	**$**

☐Cheque enclosed for full payment to CLUBS VICTORIA **OR**

☐Please charge my credit card, details below

Please tick ☐BANKCARD ☐VISA ☐MASTERCARD ☐AMEX ☐DINERS

CARD NUMBER: | | | | | | | | | | | | | | | | EXPIRY DATE: MM YY

CARDHOLDER: _____ SIGNATURE: _____

Please note additional merchant charges apply. BANKCARD, MASTERCARD & VISA (1.9%); DINERS (3.72%); AMEX (3.8%)
These additional charges will be applied to the total amount indicated above when paying by credit card. Tax Invoice will be issued only upon receipt of full payment.

Clubs Victoria Inc.
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