



Dear Coach,

Thank you very much for committing to the Padua Sports Program. I hope you have an enjoyable and rewarding experience. Before commencing the season the College requires for you to complete the following:

- **Blue Card (or Blue Card Exemption)** – The College requires a copy of your Blue Card (or Blue Card Exemption) or a Blue Card Lodgement Number. You are to fill out and post to the address on page 4. The process can also be completed online.
- **Bank Account** details. Please complete the Form and return to the Head of Sport, Director of Coaching or Coordinator.
- **Tax Declaration** Form – available from Post Offices or the College.
- **Co-Curricular Payment Voucher** (**MUST** be signed by Head of Sport on completion of season).

Forms are available as PDFs on the College website  
(under *Co-Curricular; Sport*; click on *Coaches Icon*)

All the above Forms and a copy of your Blue Card (or Blue Card Lodgement Number) **MUST** be completed and returned as soon as possible (by Round 3 at the very latest). Without these Forms the College cannot pay you and by law you cannot coach your team.

Other important information that can be found on the College website [www.padua.qld.edu.au](http://www.padua.qld.edu.au) or **Padua College App** includes:

- AIC Sport and Coach Information Booklet
- AIC Sports Program General Information
- Co-Curricular Document
- Sports Department Contacts
- Training Schedules
- Fixtures and Results
- AIC By-Laws (College website under *Co-Curricular; Sport*; click on the *Coaches Icon*)
- Venues and Maps

I look forward to catching up with you over the next few weeks.

If you require any further assistance please do not hesitate in contacting me or your Coordinator.

Kind regards

Scott Maguire  
Head of Sport

[smaquire@padua.qld.edu.au](mailto:smaquire@padua.qld.edu.au)