

## How to run your club

### Module Three- Developing policies and procedures

The next step in establishing an efficient and effective club operation once a constitution and charter is in place is to document the club's key policies and procedures.

Many clubs rely on their constitutions almost exclusively for guidance on governance responsibilities and processes. This is an important starting point but does not go far enough. A constitution and charter needs to be interpreted and made operational. The establishment of a charter is the start of the process, but clear, straightforward and simple written procedures are also required.

A club may have written policy statements or simple procedures for things such as:

- Membership rules, categories and fees
- Coaching requirements
- Parent and player behaviour
- Fair play and sporting behaviour
- Ground usage
- Team presentation and dress codes



#### Activity

Think about the range of activities performed at your club.

Are there written policies and procedures in place?

If yes, are they appropriate, straightforward and easy to understand?

If not, think about an activity you could develop a short procedure for.

Example of a policy:

*Fee policy- all fees are to be paid before the first fixture of the season.*

Example of a procedure:

*The minutes of the previous month's meeting are distributed to committee members within one week. The monthly meeting agenda is circulated to committee members two weeks prior to the next meeting*

