

- Digital Content & Video
- Graphic Design

Scope of work:

Club Management System -

1. Overview

The Club Management System is a comprehensive solution aimed at streamlining the management of various club activities, including membership handling, facility bookings, financial operations, employee management, and more. The system is designed to cater to the needs of club administrators, members, and staff, ensuring a seamless and integrated experience across all operations.

2. Key Features

2.1 Membership Management

2.1.1 Membership Cards

- **Card Types:**
 - **Life Membership (Dependent/Children):**
 - Special cards for children or dependents under life members.
 - Restricted access based on age and facilities.
 - **Platinum Card:**
 - High-tier membership with premium benefits, including exclusive access to certain areas, priority booking, and discounts.
 - **Senior Member Card:**
 - Tailored for senior citizens with age-related benefits such as discounts, priority services, and health-focused programs.
 - **Corporate Card:**
 - Issued to corporate members, often involving bulk memberships with corporate discounts and perks.
 - **Temporary Membership (Special Temp):**
 - Short-term membership, e.g., for one month or during specific events.





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- **Features & Benefits:**
 - **Facility Access:** Based on membership type, members can access different facilities such as sports areas, lounges, restaurants, etc.
 - **Privileges:** Priority booking, discounts on services, and exclusive event invites.
 - **Card Expiry and Renewal:** Automatic notifications and renewal options with payment integration.

2.1.2 Guest Cards

- **One-Day Access:**
 - Allows guests to access club facilities for a single day.
 - Restrictions based on areas, activities, and services available.
- **Expiry and Management:**
 - System manages guest card validity and sends notifications for expiry.
 - Integration with point-of-sale systems for one-day charges.

2.2 Subscription Management

2.2.1 Sports Membership

- **Subscription Types:**
 - **General Sports Access:**
 - Membership for access to general sports facilities such as gym, pool, tennis courts, etc.
 - **Specialized Sports Programs:**
 - Specific sports subscriptions like tennis coaching, golf, or swimming classes.
- **Subscription Fees:**
 - Automated billing cycles (monthly, quarterly, yearly).
 - Discounts and offers based on the duration and type of subscription.

2.2.2 Facility Subscriptions

- **Restaurant/Bar Membership:**
 - Access to exclusive dining areas or bars.
 - Special offers on food and beverages.
- **Event-Based Subscriptions:**
 - Subscription to club events like tournaments, workshops, or concerts.
 - Early bird discounts and priority seating.



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2.3 Facility and Service Management

2.3.1 Sports and Activities

- **Facility Booking:**
 - Online booking system for sports facilities like courts, pools, and gyms.
 - Integration with the member's profile for discount eligibility and usage tracking.
- **Activity Management:**
 - Scheduling and managing group activities like yoga, aerobics, or sports tournaments.
 - Notifications and reminders for registered members.

2.3.2 Restaurant and Bar

- **Reservation System:**
 - Table booking for members with options for pre-ordering food.
 - Integration with the club's events calendar for special event dining.
- **Billing and Discounts:**
 - Seamless billing system with options for charging to the member's account.
 - Application of discounts based on membership tier.
- **Room Service:**
 - In-room dining management for members staying in club accommodations.
 - Integration with member profiles for preference tracking.

2.3.3 Room Booking and Event Management

- **Room Booking:**
 - Management of club-owned rooms and accommodations.
 - Features like late check-in, early check-out, and special package deals.
- **Event Booking:**
 - Platform for members to book venues for private events (e.g., weddings, parties).
 - Payment gateway integration for event bookings.
 - Customization options for events including catering, decoration, and staffing.
- **Package Deals:**
 - Customizable package options for room bookings combined with dining or activities.
 - Special offers for bulk bookings or long stays.

2.4 Affiliation and Application Management

2.4.1 Affiliation Payments

- **Payment Processing:**



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- Handling payments for affiliated clubs or networks.
 - Options for one-time payments or recurring fees.
- **Record Keeping:**
 - Maintaining a database of affiliated members and payment history.
 - Integration with the accounting system for financial tracking.

2.4.2 Membership Application and Approval

- **Application Forms:**
 - Digital forms for new membership applications.
 - Validation checks and document upload functionality.
- **Approval Workflow:**
 - Automated approval system with admin review.
 - Notifications for pending applications, rejections, or approvals.
- **Renewal Reminders:**
 - Automated reminders for membership renewals.
 - Options for easy renewal through the member's profile.

2.5 Employee Management

2.5.1 Attendance and Shift Management

- **Attendance Tracking:**
 - Digital clock-in/out system for staff.
 - Real-time attendance reports accessible by HR.
- **Shift Scheduling:**
 - Automated shift assignment based on employee availability and club needs.
 - Notifications for shift changes or overtime.
- **Leave Management:**
 - System for applying, approving, and tracking leave.
 - Integration with payroll for automated deductions.

2.5.2 Payroll and Salary Processing

- **Salary Calculation:**
 - Automated payroll system considering attendance, shifts, and leave.
 - Integration with financial systems for salary disbursement.
- **Tax and Deductions:**
 - Handling of taxes, insurance, and other statutory deductions.
 - Generation of payslips and tax forms.



2.6 Financial Management

Fees and Charges

- **Fee Management:**
 - Management of various fees including membership, facility usage, event bookings, and more.
 - Automated invoicing and reminders for overdue payments.
- **Discounts and Promotions:**
 - System for applying discounts based on membership tier or promotional offers.
 - Tracking of discounts to measure their impact on revenue.

2.7 Inventory and Maintenance Management

Inventory Management

- **Stock Tracking:**
 - Real-time tracking of inventory for the restaurant, bar, sports facilities, etc.
 - Alerts for low stock and automated reordering.
- **Supplier Management:**
 - Database of suppliers with integration for direct ordering.
 - Tracking of purchase orders and payment status.



3. User Interface Design

3.1 Member Dashboard

- **Overview Section:**
 - Summary of membership status, upcoming bookings, and recent transactions.
- **Quick Actions:**
 - Quick links for booking facilities, renewing membership, and accessing offers.
- **Notification Center:**
 - Alerts for upcoming events, payment reminders, and club news.

3.2 Admin Panel

- **Membership Management:**
 - Tools for adding, updating, and deleting member records.
 - Access to detailed reports on membership statistics.
- **Facility Management:**
 - Calendar view of facility bookings and event schedules.
 - Tools for managing booking conflicts and overbookings.
- **Financial Dashboard:**
 - Overview of the club's financial status with real-time data on revenue, expenses, and outstanding payments.
- **Employee Management:**
 - Access to employee attendance records, shift schedules, and payroll data.

3.3 Employee Portal

- **Attendance Overview:**
 - Daily attendance log with options for applying for leave or requesting shift changes.
- **Payroll Information:**
 - Access to payslips, tax forms, and salary details.
- **Task Management:**
 - View and update assigned tasks, including maintenance and event management duties.

4. Security and Compliance

4.1 Data Privacy

- **Member Data Protection:**



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- Encryption of sensitive member data like personal details, payment information, and usage history.
- **Access Controls:**
 - Role-based access to different parts of the system, ensuring that only authorized personnel can access sensitive data.

4.2 Financial Compliance

- **Transaction Security:**
 - Secure payment gateways with PCI-DSS compliance.
 - Regular security audits to identify and mitigate risks.
- **Audit Trails:**
 - Detailed logging of financial transactions for easy tracking and auditing.

5. Technical Requirements

5.1 Infrastructure

- **Cloud-Based Solution:**
 - Hosted on a scalable cloud platform
- **Database Management:**
 - Use of a relational database (Mongo Db) to handle large volumes of data.
- **API Integration:**
 - RESTful APIs for integrating with third-party applications like accounting software, payment gateways, and email services.

5.2 System Architecture

- **Modular Design:**
 - Each module (Membership, Financial, Facility Management, etc.) operates independently, allowing for easy updates and scaling.
- **Microservices:**
 - Microservices architecture to handle different services, ensuring flexibility and resilience.
- **Load Balancing:**
 - Load balancing to distribute traffic evenly across servers, ensuring high availability.

6. Development Roadmap



6.1 Phase 1: Core Membership Features

- **Membership Management:**
 - Develop and launch the core membership features, including card management, subscription handling, and guest access.
- **Basic Facility Booking:**
 - Implement basic facility booking for sports and restaurant reservations.

6.2 Phase 2: Financial and Employee Management

- **Employee Management Module:**
 - Launch the employee management module including attendance, shift scheduling, and payroll.

6.3 Phase 3: Advanced Facility Management

- **Room Booking and Event Management:**
 - Develop and integrate room booking and event management features.
- **Maintenance and Inventory:**
 - Implement the inventory management and maintenance scheduling modules.

7. Testing and Quality Assurance

7.1 Unit Testing

- **Individual Feature Testing:**
 - Each feature (e.g., membership renewal, facility booking) will be tested independently to ensure it functions as expected.

7.2 Integration Testing

- **Module Integration:**
 - Testing how different modules interact (e.g., how booking a room affects financial records).
- **API Testing:**
 - Ensuring that APIs for third-party integrations (like payment gateways) work seamlessly.

7.3 User Acceptance Testing (UAT)

