

Management

Within a Club, it is extremely important that the day-to-day Management is carried out effectively and efficiently, to ensure that the Club keeps developing in a positive manner.

This insert will assist clubs with setting up the correct structure that can be adapted to suit Clubs' individual needs.

You will also find information on how people within the Club, especially those on the Club Committee, must communicate with others within the Club and how important careful budgeting is for every club, to enable them to exist from year to year.

CLUB COMMITTEE

The Club Committee is the forum that is used to effectively manage a Club, and run its affairs on a day-to-day basis.

This Forum is made up of volunteers from the Clubs' membership, and usually convenes once per month. These meetings are communicated to all members through the Club Secretary.

The Club Committee is responsible for the smooth running and development of the Club, and will be responsible for adopting new policies, codes of conduct, and rules that affect the organisation of the Club.

Some examples of people who would sit on the Club Committee are the Head Coach, Team Captains, Fundraising Secretary, Membership Secretary.

Every Clubs' Committee may vary depending on the sport and what is outlined within their Club's constitution.

Executive Committee

It is recommended that the minimum elected officers required for a club to run efficiently are as follows:

- Chairperson
- Vice Chairperson
- Junior Vice Chairperson
- Secretary
- Treasurer

This group of people are referred to as the Clubs Executive Committee.

They have the power to appoint sub committees as necessary, appoint advisors to the club, where and if, necessary.

This Committee is also responsible for any disciplinary hearings of any member who may have infringed club rules, regulations or the constitution. They are then responsible for taking any action of suspension or discipline following any such hearing.

Office Bearers

When volunteers come forward to be elected onto any Club Committee it is imperative that they are aware of what their main roles and responsibilities will be for the term that they are in office.

Outlined below are some of the key roles that are found within any Club Committee and their main duties and responsibilities.

These descriptions are not exhaustive, and are provided to give a flavour of the duties that they may be required for the post holder to carry out.

JOB TITLE; CHAIRPERSON

- Chair all committee meetings.
- Act as spokesperson for the club.
- Represent the club at related association and national body AGM and EGM's.
- In conjunction with the Secretary and Treasurer, prepare annual budget and any grant / sponsorship applications
- In conjunction with the Secretary and Treasurer, review Development Plan on an annual basis.
- In conjunction with the Treasurer and Secretary, monitor budget situation and make recommendations to the committee.
- Liaise closely with Vice-Chairperson, Secretary and Treasurer.

JOB TITLE; VICE CHAIRPERSON

- In the absence of the Chairperson, chair committee meetings.
- In the absence of the Chairperson, represent the club at events.
- Liaise closely with the Chairperson and Junior Vice Chairperson.
- Induct Junior Vice Chairperson to new position.

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JOB TITLE: JUNIOR VICE CHAIRPERSON

- In the absence of the Chairperson and Vice Chairperson, chair committee meetings.
- In the absence of the Chairperson and Vice Chairperson, represent the club at events.
- Liaise closely with the Chairperson and Vice Chairperson.

JOB TITLE: SECRETARY

- Organising all committee meetings.
- Production and distribution of all committee meeting minutes.
- Organising AGM and Annual Report in conjunction with Office Bearers.
- Collection and dissemination of all correspondence and relevant information from other agencies.
- Respond to correspondence on behalf of the club as appropriate.
- Processing of subscriptions.
- Member of the Grants and Junior Club Development sub groups.
- Review Development Plan annually in conjunction with Chairperson and Treasurer.
- Prepare annual grant / sponsorship applications in conjunction with Chairperson and Treasurer.
- Promote the club locally.
- Prepare all publicity.
- Co-ordinate teams competing in competitions throughout the year in conjunction with Office Bearers.
- Produce a club newsletter in conjunction with Office Bearers.
- Monitor budget situation in conjunction with Chairperson and Treasurer and make recommendations to the committee.

JOB TITLE: TREASURER

- Maintain accurate financial accounts.
- Prepare financial updates for committee meetings.
- Prepare accounts for auditing purposes and ensure that they are audited for the AGM.
- Deal with all financial matters of the club.
- Prepare financial information for any yearly grant / sponsorship applications and organise administration of any grants / sponsorship received.
- Member of Grants Sub Group.
- In conjunction with the Chairperson and Secretary monitor budget situation and make recommendations to the committee.

INVOLVEMENT IN SUB GROUPS;

All Office Bearers will be asked to play an active role in sub groups and to chair at least one of the following:

- Junior Club Development.
- Grants / Sponsorship.
- Annual Report, Newsletter and Publicity.
- Competitions (Fixtures), events and other initiatives.
- Fundraising.
- Coach Development.

Involvement will depend on individual preference and skills.

QUALIFICATIONS/SKILLS REQUIRED FOR OFFICE BEARERS;

- Enthusiasm.
- A genuine interest in the development of sporting opportunities for the people in the club.
- Basic administration skills.
- Good communication and interpersonal skills.
- Bookkeeping skills (for Treasurer only).

All Office Bearers will retire each year but will be eligible for re-election at the Club's Annual General Meeting.

Getting Your Message Across

If you are involved in running sport in any way, you will need to communicate effectively with many other people. Communication is a two-way process that needs good listening skills as well as being able to give good information. It is said that:

- We hear half of what is said;
- We listen to half of that;
- We understand half of that;
- We believe half of that;
- And we remember half of that;

This means we may only remember less than four per cent of what is actually said.

Too often we are good talkers but poor listeners, and consequently, both the message we send out and we receive may be incomplete, inaccurate, inconsistent or misunderstood.

Often we express our ideas, instructions and feelings less clearly than we think and rarely check that we have been understood. The importance of good communication skills cannot be under-estimated. If you give people good, clear information, they are then better equipped to see your point of view, make the right decision, and do the task asked of them.

This is just as important in the committee room or on the notice board, as it is when teaching 'time-out' or briefing the ground staff of the facilities needed for the coming weekend.

Hot Tip: Try to match skills with jobs where possible, but ensure that members are happy with this.

E.g. An Accountant is an obvious choice to take on the roll of Treasurer. But do they want to?

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WHAT IS GOOD COMMUNICATION?

It is about sending messages and receiving them.

If you want to get your message across, you must make sure that not only do you send the right message, but also the message is correctly received.

Communication is at the heart of everything we do; it is impossible not to communicate.

We are communicating even when we are not actually talking, for non-verbal communication (such as body posture, gestures and facial expressions) can be more powerful and more genuine than the actual words spoken.

Think of the posturing prior to a match in a combat sport, or the look of resignation and dismay on the faces of a team after an own goal.

Often you can see the emotion being experienced by the look in their eyes, their hand movements, and their general body posture.

Words may not be necessary!

HOW CAN YOU COMMUNICATE EFFECTIVELY?

The following media are some of the ways in which every club can ensure that they are effectively communicating important information, such as a training cancellation around their whole membership:

- Newsletters
Monthly / Bi-monthly / Quarterly.
- Notice Boards:
Clubs own Board / Sport Centre Boards.
- Information Evenings.
- By email.

BUDGETS

All sports clubs should keep financial records documenting all transactions, whether income or expenditure.

This role (the treasurer) is carried out by one of the committee members.

The role is voluntary for one year and usually appointed at the Annual General meeting. The appointed person is responsible to the club and committee for all financial aspects of the club and the recording of those transactions.

The duties include:

- Accounting for all monies with records and receipts.
- Paying the bills on time
- Ensuring the funds are spent according to the decisions of the committee
- Preparing reports as required by the committee
- Preparing the annual financial report and financial planning including producing an annual budget and monitoring it throughout the year.

PLANNING A BUDGET

A good treasurer does not only do the day-to-day recording of the club's monies, he or she would try to predict the income and outgoings of the club on a quarterly and annual basis.

The treasurer would have support in this task from 2 or 3 other committee members. The projections would be discussed with the committee for approval or adjustment and, in a small organisation such as a sports club, members should be involved to keep them advised as to the finances of the club. Increases in club fees etc. would be agreed if they were aware of these finances. These should all be agreed at the Club's Annual General Meeting.

The treasurer should prepare regular statements of accounts showing expenditure and income under the appropriate headings for the club e.g. Do not set a budget with a deficit. Always plan for the budget to break even or gather enough income for a "slush" fund.

Statements such as the one above, can be modified to more accurately reflect a club's finances. Members and the committee are more likely to make sound financial decisions based on the available budget.

Hot Tip: Involve other members as much as possible, as this generates a better understanding

Remember: "Tell me and I'll listen, Show me and I'll know, Involve me and I'll understand!"