



## Club Member Handbooks

### Overview

The SA Rugby Club Handbooks were first introduced in 2009. Each year, a number of South Australian Rugby Union Clubs work with SA Rugby's Club Development Assistant to produce their own handbook for the upcoming season. The handbook is distributed throughout the club to its committee, players and members to give them vital information and resources required for the season ahead.

### The Handbook includes:

- Welcome note from SA Rugby CEO and Club President
- The history of the club
- Club office bearers, key contacts, committee, premierships achievements, map of the club's venue and facilities
- Membership information
- Key club dates and social functions
- Links to the competition draw and results
- Training information
- Links to ARU Code of Conduct, Expectations of Behaviour Guidelines, Member Protection Policy, Competition Rules, Sports Insurance, Dispensation, Player Transfer, Serious Injury Protocol, Citing, SA Rugby Key Dates
- Club merchandise & prices
- KooGa merchandise and safety gear, links to ARU/Wallabies merchandise
- SA Rugby Staff contact details
- Club Sponsors
- SA Rugby Union Sponsors
- Physio Direct contact details
- And much more!

The Club Handbook Procedure is available on the SA Rugby website: [http://www.sarugby.com.au/res\\_rules.html](http://www.sarugby.com.au/res_rules.html)

# OPERATIONAL PROCEDURE



## GENERAL INFORMATION

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Lead Area:	Club Development
Lead Procedure Title:	Club Handbook Procedure
Procedure Reference No:	CDPI
Authors:	Caitlin Brady
Date last modified:	16 February 2010

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## SCOPE OF RESPONSIBILITY

- This procedure is to be followed by the Club Development Assistant and the clubs' handbook representative/s.

## STEP BY STEP PROCEDURES

- Procedure for developing a Club Handbook

Step	Description of action	Responsible
1	Inform Club Secretaries of SARU's intention to produce club handbooks before 31 December	Club Development Assistant
2	Club to register interest in developing a handbook for the upcoming Season and nominate a Club Handbook Representative	Club Secretary
3	Handbook template and information to be sent to clubs that have registered interest. Timeline for handbook to be established with the Representative	Club Development Assistant
4	Representative to send all required information back to the Club Development Assistant within the specified timeline	Club Handbook Representative
5	Club Development Assistant to produce a hard copy draft version of the club's handbook and post it to the Club Handbook Representative within the specified timeline	Club Development Assistant
6	Representative to communicate any required alterations to the Club Development Assistant within the specified timeline	Club Handbook Representative
7	Club Development Assistant to make alterations and produce a hard copy final version to be posted to the representative within the specified timeline	Club Development Assistant
8	Representative to agree upon final version and complete a Club Handbook Order Form within the specified timeline. Form and payment for handbooks to be sent to the Club Development Assistant ASAP	Club Handbook Representative
9	Office Manager to process payment	Office Manager
10	Club Development Assistant to print off required copies of the Club's Handbook and arrange the collection of handbooks with the Representative	Club Development Assistant
11	Representative to collect handbooks from the SA Rugby office or arrange for another member of the club to collect the handbooks	Club Handbook Representative

## DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- Club Handbook Order Form