

# 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