

SA Rugby Union Club Management Kit

INTRODUCTION AND USERS' GUIDE

A resource for all Rugby clubs to assist in the development and administration of clubs, their committees, volunteers and members.

Welcome to the first SA Rugby Club Management Kit developed exclusively for SA Rugby Union clubs. This kit aims to assist clubs in their development and management and make the various roles of the committees and office-bearers, easier and more enjoyable whilst opening up the potential to attract more members and volunteer support.

This is simply the first edition and it is available in hard-copy, CD and online at www.sarugby.com.au. The Kit is not a static document. Instead the Management Kit will grow and evolve according to the changing needs of the clubs. There will be regular on-line updates to the Kit and new topics will be added as the documents are written.

The kit comes in three parts :

Job Descriptions : To help potential office bearers better understand what is involved in the various club roles. To give current office bearers a clearer idea as to what their position should entail and what is the responsibility of others. And to give club members a better understanding and appreciation of the responsibilities and commitments of those who serve on the committees.

Guides : To give current and future office-bearers some assistance and guidance in their roles if necessary

Templates : Documents that can be adapted to each club's needs simply and effectively.

The documents are all presented in MS Word to allow each club to tailor the documents to their individual needs. None of the documents are static or concrete and clubs are encouraged to look at each one (particularly the Job Descriptions) and amend them to fit each club's structure and requirements.

Simply copy the Kit to your club's main administration computer (usually the Secretary's) and open the relevant documents and make amendments directly to the form. For example, the President of your club may be elected for a two-year term and this will need to be changed in the Position Description for that role. In the Templates, "Yore" is the name given to a fictitious rugby club and will need to be replaced with your own club's name etc.

The kit is presented in three ways :

Ring-bound hardcopy : for club administrators to access easily and quickly and to update as required.

CD ROM : For club administrators to copy to their own computers in order to make amendments, enable emailing and keep as a record.

Online : So that updates and new documents can be downloaded and any member can have simple access to the entire kit.

Clubs or individuals who require assistance with the kit or wish to make suggestions are strongly encouraged to contact the Club Support & Communications Manager at SA Rugby Union.

Whilst much of the kit has been developed from scratch, SA Rugby wishes to acknowledge the assistance of the WA Office for Sport and Recreation's online resource "The Clubhouse".

