Dragon Scales Five

Club Policies and Procedures

Contents:

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Running a club means paper work and these days with public liability, child protection, risk management, and a range of other issues, clubs need to have policies and procedures in place.

Policy and Procedure Manual (PnP)

This document is essential to corporate governance. It is the club's bible! It outlines how the club responds uniformly to situations and issues.
Every club is different and has issues and environments unique to them. You can write your Policy and Procedure Manual from scratch using resources from the web.

Child Protection

In Queensland, as of January 2007, it is required by law that every club and organisation has a Child Protection Policy. You can incorporate this into your PnP.
Dragon Boat Queensland suggests that all Management Committee and Club Coaches apply for a Blue Card.

For more information on a Blue Card go to:-
http://www.bluecard.qld.gov.au
For more information on what is required go to:-
www.childsafety.qld.gov.au
An example of a Child Protection policy is included in the PnP template.
Refer DBQ Website
The AusDBF Member Protection Policy contains information in regards to child protection.
www.ausdbf.com.au

Code of Conduct

A Code of Conduct gives a club and its members a guide to what is expected of members, the club, the coach, and others involved in the sport. It is essential to corporate governance.

Risk management

This is about being aware of what may happen in your club and taking steps to limit the chances of it occurring, or deciding that you accept that something may occur and that you are prepared for the consequences.

It is important for clubs to take a structured approach to risk management so that you can demonstrate to insurers and others that you have a transparent process that shows how you reached a decision whether to accept or not accept certain risks.

It also gives you a systematic approach to identify and manage key risk exposures so that you can direct your resources towards the area where they will be most effective.

Risk management is not just about dealing with potential lawsuits, it is about looking after your members, and others involved in your club, by reducing their exposure to possible injury and loss.

Dragon Boat Queensland has a Risk Management Plan in place. You can adapt this plan for your club. It is a good idea to sit down with the management committee and do up Action Plans for situations that may arise so you have formal procedures in place. This way people will know what to do and how to act.

It is essential a club audit these Action Plans at least once a year to ensure they are relevant and up-to-date. Link to plan and action plan template
Refer DBQ Website

Member Protection

The Australian Dragon Boat Federation offers all dragon boat paddlers protection under its Member Protection Policy.
http://www.ausdbf.com.au/PublicationsI/GeneralDocuments/tabid/103/Default.aspx

Privacy Policy

Each club should have in place a Privacy Policy (included in Policy and Procedure Manual).

This document is designed to protect members' confidential information and restrict who the club can share this information with.

The Privacy Act 1988 sets out ten National Privacy Principles that are legally binding about how organisations (including not-for-profit) must handle personal information.

The National Privacy Principles and guidelines for understanding the principles are available from the Office of the Australian Information Commission www.privacy.gov.au
Privacy Hotline: 1300 363 992

Development of Privacy Policy

- Collection of information
- Refusal by member to share information
- Security of information
- Location of personal information – where will you keep it?
- Access to database – which has access to information?
- Disclosures of information – who can you, disclose information to?
- Change of details process
- Complaints
- Regular updates

Financial Policy

With money coming from new members, fundraising, sponsors, grants and other sources, managing the finances of the club can be a time consuming and complex task.

Good financial management is essential to running a club. You will need:

- Constitutional requirement for an annual financial report
- A suitably trained treasurer
- Appropriate accounting system e.g. MYOB.
- Existence of approved bank accounts
- Cheque signing authorities - at least three registered with two signatories required at all times
- Set reporting practices for the management committee - standing agenda item for finance
- Asset register and management of assets
- Auditor (if incorporated, the club will need to submit an audit to Office of Fair Trading)
- Adopt an annual budget.

Complaints and Grievances Policy

A club's executive committee must deal with complaints brought against the club and individual paddlers.

The committee must request the complaint to be made in writing and ought to, in the first instance, inform the complainant that a decision will be made within thirty (30) days from the day the committee received the complaint in writing.

The committee must make the necessary investigations to arrive at an informed decision. This includes observing the principle of natural justice that is, giving a fair and reasonable opportunity to all affected parties to tell their side of the story.

(See Module Two – DBQ Info for more information on this process)

Club Equipment Register

This form allows a club to keep track of what equipment they have its value and where it is stored.

Bank account

Once the club is incorporated, you can open a bank account in the club's name.

Most banks require a copy of your incorporation certificate, a copy of the minutes from the meeting that committee members agreed to open an account at a particular bank and signatures of all committee members with access to the account.