

CLUB DEVELOPMENT RESOURCE INFORMATION Shire of Collie

A complete resource of guidelines, reference, and tips to assist club administrators in delivering and growing sport in the southwest region.

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Governance:

Governance structure of non-profit sports organizations involves three elements: the board, the governing board, and one or more subcommittees. The administrative board is made up of individuals or organizations registered as members, which have the right to vote on their membership status.

Key components for governance in your sport club:

- Structure
- People
- Communication
- Standards and Conduct
- Policies and Processes

Incorporation within clubs/associations: An incorporated association has its own legal identity separate from its members, providing protection to members in legal transactions. An incorporated association: is a 'legal person' that can enter and enforce contracts in its own name.

Constitution within clubs/associations: Why do you need a constitution?

A constitution is a basic set of rules for the daily running of your club or association. An association may change its constitution by passing a special resolution. The change must be consistent with the Act and the rest of the Act and the rest of the constitution.

COMMITTEES – Depending on the size of your club, your committee may consist of the following positions:

President

Vice president

Secretary

Treasurer

Registrar

Volunteer Coordinator

Sponsorship Coordinator

Social Committee Coordinator

General committee members

Committees' roles/responsibilities: A committee is a team of volunteers who are elected at the club or association Annual General Meeting (AGM) to manage the club or association on behalf of the members. These roles consist of President, Vice president, Treasurer or Secretary.

The **President** is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules, and completes all legal and compliance obligations.

The role of **Vice President** generally is to work closely with and support the club, President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with club rules).

The **Club Secretary** is generally the club's nominated representative for the purposes of complying with the Incorporated Associations Act. The **Secretary** is also the club officer responsible for managing, collecting, reviewing, and disseminating the club's information and knowledge (e.g., policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

The **Treasurer** is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations. The **Treasurer** must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

<https://www.cits.wa.gov.au/sport-and-recreation/every-club-hub/how-to-guides/club-roles>
<https://www.cits.wa.gov.au/department/publications/publication/show-me-the-money-a-guide-for-the-club-treasurer>
www.commerce.wa.gov.au/consumer-protection/inc-guide
www.dmirs.wa.gov.au/associations

Meetings:

Committee Meeting:

A committee meeting is a formal gathering of a subgroup within an organisation who come together to fulfil a predefined objective. The meetings are a forum for the exchange of ideas so that a committee can complete its set of tasks.

Annual General Meeting (AGM):

The AGM is a mandatory yearly meeting of the members of a club to present and discuss the past year's activities and to elect new Committee members. AGMs provide an opportunity for club and association members to present and review the annual report. The AGM is to be held within 6 months after the end of the financial year.

Quorum:

For decisions in an AGM to be upheld you must have at least 50% of your members in attendance, or as described in your club constitution.

Subcommittee meeting:

The purpose of these committees is to establish and maintain a dialogue, discuss general concerns, review policies and procedures, provide opportunities for professional development, and work together to solve university-wide problems. Each subcommittee is typically chaired by a member of the steering committee.

Establish the sub-committee formally at a management committee meeting. Nominate one person to act as a convener to call meetings, and co-ordinate the activities of the sub-committee. It is a good idea to state that the sub-committee is responsible to the full management committee.

<https://www.sportaus.gov.au/governance/principles>
https://www.austlii.edu.au/cgi-bin/viewdb/au/legis/wa/consol_act/aia2015307/

OFFICIALS

An official is someone who controls the actual play of a competition (e.g., umpire, referee, or judge) and administers the rules and laws of the sport to ensure the proper conduct of a sporting fixture in a safe environment.

Officials are an essential part of sport. They ensure that the game/event is played fairly, in accordance with the rules. Officiating can be fun, life-changing, contribute to leadership, personal development and is a practical strategy for the sport and recreation industry to encourage people in a non-playing role to stay involved in sport.

The Department supports the active involvement of people performing the role of an official and is committed to raising the profile, expertise, and experience of officials in Western Australia.

Examples of officials.

- Umpires.
- Referees.
- Judges.
- Timekeepers.
- Starters.

<https://www.cits.wa.gov.au/sport-and-recreation/People-and-industry/officiating>

https://www.sportaus.gov.au/coaches_and_officials

<http://www.playbytherules.net.au/>

COACHES

Every coach has the right to perform their role in a respectful, appreciative, and supportive environment. SSAs, in partnership with coaches, need to ensure that policies and practical frameworks are in place that support such environments. The Australian sporting community promotes the active involvement of well-trained, skilled, and informed people delivering coaching services at community level through to supporting elite athletes.

<https://www.cits.wa.gov.au/sport-and-recreation/People-and-industry/coaching>

<http://www.ausport.gov.au/participating/coaches>

<http://www.playbytherules.net.au/>

PLANNING

Strategic future Planning for your club/association

What is a Club Development Plan? A development plan is essentially a business plan for your club. It identifies your club's vision for the future, its aims, and the ways in which the club hopes to achieve them. It is a short, working document that should be easy to read and therefore should be kept clear and simple.

For information relating to why your club should have a strategic plan and how to develop one:

<https://www.cits.wa.gov.au/department/publications/publication/planning-for-your-club-the-future-is-in-your-hands>

Strategic plan/Strategic intent with clubs – depending on scope it may cost \$3000-\$5000 per group. Some local consultants are listed below.

- Gary Collins – JGC Group
- Rick Smith - Elite Business Performance Pty Ltd
- Kim Buttfeld – KBC <https://www.kimbuttfeld.com.au/>
- Dominique Monteleone – Wicked Strategies
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You can also utilise online tools to plan for your clubs future. **Game Plan** is a free online platform that allows sporting clubs of all sizes to get insights into their current capability in key areas of club administration, then supports ongoing club development with a suite of tools. Check out game plan here:

<https://www.sportaus.gov.au/club-development>

MARKETING

Club website/social media/club links:

Promote your club/association with social media posts by:

- Updating your website regularly.
- Adding information on where/how to register for the club/association.
- Posting achievements within your club – Games won, trophies and any other accomplishments.
- Promote events/fundraisers/games etc to encourage spectators to games.
- Sponsorship can also help promote your club.

<https://goodsports.com.au/resources/professional-social-toolkit/>

FINANCIAL MANAGEMENT

Financial reporting:

The treasurer has the following duties:

- Coordinate the preparation of a budget and monitor it carefully.
- Ensure that any amounts payable to the club are collected and receipts issued for those amounts in the club's name.
- Ensure that any amounts paid to the club are credited to the appropriate account of the club as directed by the committee.
- Ensure that any payments to be made by the club that have been authorised by the committee or at a general meeting are made on time.
- Ensure that the club complies with the relevant requirements of Part 5 of the Associations Incorporations Act 2015
- Ensure the safe custody of the club's financial records, financial statements, and financial reports, as applicable to the club.
- If the club is a tier 1 association (as defined in the Associations Incorporations Act 2015), the treasurer will coordinate the preparation of the club's financial statements before their submission to the club's annual general meeting.
- If the association is a tier 2 association or tier 3 association (as defined in the Associations Incorporations Act 2015) the treasurer will coordinate the preparation of the club's financial report before its submission to the club's annual general meeting
- Provide any assistance required by an auditor or reviewer conducting an audit or review of the club's financial statements or financial report under Part 5 Division 5 of the Associations Incorporations Act 2015
- File regular business activity statements (including GST) with the relevant authorities, where applicable
- Carry out any other duty given to the treasurer under these rules or by the committee.
- Must keep records up to 7 years.

Collecting and holding of money:

The treasurer is responsible for the safety of the money received by the club and for obtaining maximum benefit from any deposit or investment.

A treasurer, as custodian for the resources of the club/group, should also budget carefully to ensure there is always sufficient cash at the bank to cover cheques and expenses paid by bank transfer.

It is highly recommended that the club, led by the treasurer, establish a computer-based bookkeeping process utilising appropriate secure software and systems. Along with this, an online registration process, including the payment of fees due should be established.

This will allow:

- Efficient and effective collection of members fees and general income
- Efficient and effective payment of club accounts when they fall due.
- Effective management of club's banking accounts as they will be easily accessible online to those with access permission.
- Accurate records of the clubs' accounts as they will be computer and bank based.

Budgeting:

Breaking down all expenses, including venue costs, insurance, equipment costs, travel, accommodations, marketing, promotions, and personnel salaries. Accounting for revenue forecasts, including membership fees, ticket sales, donations and sales from dining and apparel.

Taxation:

While the Goods and Services Tax (GST) is likely to apply to most clubs' operations, the treasurer should ensure they seek appropriate advice on those areas outside the GST regulations, e.g., group certificates, Fringe Benefits Tax, Withholding Tax and Superannuation (these all relate to employment and may not be relevant to many clubs).

The GST is a broad-based tax of 10 percent applied to supplies of most goods and services consumed in Australia. Sport and recreation clubs and those in the non-profit sector, must be registered for the GST if their annual turnover is \$150,000 or more.

Even if your turnover is under \$150,000, it may be of financial benefit to your club to register and receive an Australian Business Number (ABN), then you can claim back all the GST on purchases. There are some supplies where the GST does not have to be included. Always consult the Australian Tax Office (ATO) or a qualified accountant if you are unsure of how best to deal with the GST.

<https://www.cits.wa.gov.au/department/publications/publication/show-me-the-money-a-guide-for-the-club-treasurer>

Insurance:

All kinds of sports clubs need public liability insurance, because all kinds of clubs can be hit by a claim if people fall foul of accidents. Sports insurance provides the policy owner financial protection from accidents, lawsuits, and damages caused by or during a sporting event that their organization is involved with.

There are several different policies available for clubs/associations: Public liability, Directors' liability, professional indemnity, workers' compensation, volunteer workers' and Asset protection.

For further information contact your state sporting association or speak with an insurance broker.

<https://sportscommunity.com.au/club-member/risk-management-and-insurance/club-insurance/>

Fundraising:

Fundraising is an important role in any club/association. It can create a team building opportunity where members can come together for a certain goal. Fundraising also gives athletes a reward for all their hard work when they see the results of their efforts. Clubs can be quite innovative when it comes to fundraising projects. The Australian Sports Foundation has an online fundraising platform. Check out the links below.

<https://sportscommunity.com.au/fundraising-category/events-functions-and-fundraising-activities/>

<https://fundraise.sportsfoundation.org.au/>

Grants:

There are a variety of grants available to sporting clubs and associations.

Useful websites:

<https://www.cits.wa.gov.au/funding/sport-and-recreation-funding>

<https://www.healthway.wa.gov.au/our-organisation/>

<https://sportscommunity.com.au/>

<https://www.lotterywest.wa.gov.au/grants/grant-opportunities>

Grant writing information/resources:

Good Sports: <https://goodsports.com.au/grants/>

CITS: <https://www.cits.wa.gov.au/funding/creative-industries-funding/application-manual>

Sports community: <https://sportscommunity.com.au/grants/how-to-win-a-grant/important-information-grants/>

Sponsorship:

While it may be the task of others to arrange sponsorship, some clubs will make it the treasurer's duty to maintain a sponsorship register containing all relevant details of sponsorship.

This keeps the club on track regarding the sponsor's entitlements and the club's delivery of what has been agreed on.

The 3 main types of sponsorship in sport

- Sports athlete sponsorships. Sports athlete sponsorships are those where individual sportspeople are sponsored by a brand.
- Sports organisation sponsorships. Sports organisation sponsorships involve entities like a team or league being sponsored by a brand.
- Sports event sponsorships.

Good sports have videos to help assist with Fundraising, Grants, and sponsorship.

<https://goodsports.com.au/fundraising>

TRAINING AND DEVELOPMENT FOR CLUBS

A club is only as good as its volunteers and members. You can take advantage of free training courses, videos, workshops and online guides on a number of different websites. Free training opportunities exist for coaches, administrators, officials, players, parents and spectators.

Helpful websites/links:

<https://www.cits.wa.gov.au/sport-and-recreation/every-club-hub/training-and-workshops>

https://www.sportaus.gov.au/coaches_and_officials/officials

<https://www.ausport.gov.au/coaching/community>

<https://www.playbytherules.net.au/online-courses>

<https://www.clubswa.com.au/members/club-kickstarter-program/>

VOLUNTEER MANAGEMENT

Clubs are meeting places where we find the company of like-minded people. We make friends, we share experiences. Valuable social networks develop through shared sporting aspirations and experiences. Clubs enable members of a community to be linked by a common bond: their participation in that club and sport. For many, forming friendships and a sense of belonging are powerful reasons to become involved and remain active in sport.

Volunteers are the corner stone of our community. How can you attract them to your club? How can you keep them?

Creative strategies for recruiting volunteers — a quick reference guide:

- Produce volunteer information kits, including job descriptions for volunteer roles.
- Check past and present membership lists for potential volunteers.
- Conduct a skills audit of your organisation to identify potential volunteers.
- Provide new members with information on ways they can get involved with your organisation as a volunteer (include in membership information).
- Write a letter of invitation to members inviting them to volunteer.
- Organise recruitment drives using current volunteers to promote the club and its activities.
- Use the local community newspaper – classified ads, letters to the editor, feature articles.
- Produce posters, pamphlets or flyers that promote the club and the roles that volunteers are required for – distribute where potential volunteers may visit.
- Organise community notices on the radio.
- Talk to pre-retirement training sessions in commercial sectors.
- Promote your organisation and its activities as part of Year 11 and 12 physical education studies at the local high school.
- Offer young members the opportunity to take on the role of apprentice volunteers. Use existing and experienced volunteers as mentors.

- Promote your organisation and volunteer roles at local retirement villages and organisations.
- Advertise for volunteers on your organisation's website.
- Contact Volunteering WA and utilise their volunteer referral service.
- Offer volunteers the opportunity to "job share" their volunteer role with a friend or partner.

ASC Volunteer Resource Hub: <https://www.ausport.gov.au/volunteering/volunteer-resource-hub>

Recruiting volunteers: <https://www.cits.wa.gov.au/sport-and-recreation/People-and-industry/volunteers/recruiting-volunteers>

Managing/Retaining Volunteers: <https://www.wa.gov.au/organisation/department-of-communities/department-of-communities-grants-programs>

CITS – Volunteer management guide: <https://www.cits.wa.gov.au/sport-and-recreation/People-and-industry/volunteers/recruiting-volunteers>

KIDSPORT

Clubs need to ensure at the start of each season, that fees are updated and are correct. This will ensure that participants are approved in an efficient timeframe.

The Shire of Collie – Roche Park Recreation Centre is an approval agent for Kidsport. If you have any issues, please contact them on:

Ph - **9734 4388** or email - **rp.reception@collie.wa.gov.au**

Ensuring clubs update details in the system ensures we (Roche Park staff) approve the correct Fees.

<https://www.cits.wa.gov.au/funding/sport-and-recreation-funding/kidsport>

USEFUL INFORMATION / RESOURCES

Club Resources and Information

<https://www.cits.wa.gov.au/sport-and-recreation/every-club-hub>

Liquor License/gaming:

<https://www.healthway.wa.gov.au/our-organisation/>

<https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/liquor-licensing>

Refer to DLGIRS

Food Safety:

<https://sportscommunity.com.au/club-member/legal-wa/wa-food-safety/>

<https://www.clubswa.com.au/members/club-compliance/food-safety/>

Codes of conduct: Codes of conduct are important for all sporting organisations. They set out a standard and expectation of behaviour for everyone involved – administrators, coaches, officials, players, parents, and spectators.

<https://www.playbytherules.net.au/resources/templates/code-of-behaviour>

Working with children check:

<https://workingwithchildren.wa.gov.au/>

Child safeguarding:

<https://www.sportwest.com.au/how-we-help/child-safeguarding/>

<https://www.sportaus.gov.au/integrity-in-sport/child-safe-sport>

<https://www.cits.wa.gov.au/department/child-safeguarding>

Inclusion in Sport:

<https://inclusionsolutions.org.au/>

<https://www.playbytherules.net.au/got-an-issue/inclusion-and-diversity/inclusion-and-diversity-what-is-it>

SHIRE OF COLLIE - INFORMATION

Shire of Collie:

[Contact Us | Shire of Collie](#)

Administrative Office Phone: (08) 9734 9000

Roche Park Recreation Centre:

[Roche Park Recreation Centre | Shire of Collie](#)

(08) 9734 4388