

## Section 13



### Club Templates

The following section of this guide is designed to assist your club by providing easy to use templates for some of the administrative tasks undertaken each year. These documents are provided as word documents on the council website [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure)

## 13.1 AGM Notification and Agenda Template

### **Purpose of the AGM**

The Annual General Meeting (AGM) is a meeting for all club/association members and is normally held every 12 months. The aim of the meeting is to report on the activities of the club during that period and to elect office bearers for the forthcoming 12 months.

### **AGM Notification Template**

The AGM Notification should be sent out with the agenda, nomination forms, proxy forms and any other information which requires a vote (i.e. changes to the club constitution) to all voting members at least 28 days prior to the meeting.

### **AGM Agenda Template**

Generally, attached to an AGM notification will be an agenda for the AGM. An agenda should be sent out at least 28 days prior to the AGM in line with the club constitution. The Agenda should also be written on Club letterhead. Remember to refer to your club Constitution, Rules or By-Laws to make sure you are following the rules governing your organisation.

### **More Information**

An example of an AGM invitation and agenda are provided on the enclosed CD Rom or can be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure).

## 13.2 Ordinary Meeting Agenda Template

Agendas are important for a range of reasons. They provide information for people invited to the meeting which indicate what will be discussed at the meeting and allow people to make the necessary preparations prior to the meeting. They also assist the chairperson of a meeting to ensure that any discussion stays on topic and discussion is kept within an adequate timeframe.



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### More Information

An example agenda for an ordinary committee meeting is provided on the enclosed CD Rom or can be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure).

## 13.3 Club Newsletters

One effective way of keeping your members informed about what's happening around the club is to publish a regular newsletter. A newsletter can contain any information about the club such as upcoming tournaments, competitions, the success of teams, team selections, working bees, advertising, promotion of sponsors etc.

Newsletters don't have to be printed and can be sent to members via email. Many clubs send something out around every second month. They don't have to be written by a senior person within the club either; this is a great task for a responsible junior member to complete!

### More Information

An example club newsletter is provided on the enclosed CD Rom or can be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure).

## 13.4 Nomination Form

To become a member of a club committee, individuals need to meet the following requirements:

- Be a member of the club with voting rights as defined within the club Constitution, Rules or By-laws;
- Have completed a nomination form; and
- Have the nomination from seconded by another member of the club with voting rights

\*depending on the size of your club and its Constitution, Rules or By-laws, this process may differ slightly, however generally, most clubs follow similar processes.



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### More Information

An example nomination form is provided on the enclosed CD Rom or can be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure).

## 13.5 Proxy Form

If a voting member of a sport or recreation club is unable to attend a meeting where a key decision is to be made (i.e. an AGM, Extraordinary Meeting, etc), they are able to send a person in their place - a proxy. A proxy is a person who will vote on behalf of the member unable to attend the meeting.

The member appointing the proxy is generally required to complete a form advising the Committee of the appointment. The member can instruct the proxy on how to vote or they may provide them with a briefing on the purpose of the meeting and ask them to use their discretion when casting their proxy vote. Many clubs and associations have different rules regarding the use of proxies which are generally outlined in the Constitution, Rules or By-Laws.

### More Information

An example Proxy Form is provided on the enclosed CD Rom or can be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure).

## 13.6 Promotional Flyer

Putting together a flyer doesn't have to be time consuming or look professional. To promote your club championships, open day, coaching clinic, presentation night, simply use the template on the disc provided.

The key to promoting events is to make sure the right people know the event is on, so if you're after new faces, make sure you put notices in school newsletters, local businesses, mailbox drops and get your existing members promote the event too.



Image by Rapture Images

### More Information

An example agenda promotional flyer is provided on the enclosed CD Rom or can be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure). Other ideas for promotion are included in Section 7.4 Getting Your Message Out There.

## 13.7 Meeting Minutes

Taking notes at meetings is one way of keeping everyone on the same page. Minutes are generally taken at each monthly committee meeting by the Secretary.

Minutes are also a great way of ensuring that things like approvals to spend significant amounts of money are noted and any topical issues such as disciplining an existing member or declining a nomination for membership are documented to prevent issues arising in the future.

Making sure that minutes are kept filed together over the years will give your current committee an idea of what has happened in the past around the committee table. Investing in a lockable filing cabinet to be kept on site at your clubhouse is effective in keeping these important documents together.

### More Information

A template for monthly meeting minutes is provided on the enclosed CD Rom or can be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure).



## 13.8 Volunteer Qualifications Record Keeping Sheet

Keeping track of your volunteer's qualifications can be a nightmare. From coach's accreditation, working with children checks to first aid qualifications, having a record of who has what certificate and when it expires is important in protecting the name and reputation of your club and its members.



## 13.9 First Aid Checklist

There should be someone within the Club who has some level of first aid training. Generally a first aid course will be a full day's training and is very informative.

There are funding programs available which may cover the cost of training in first aid; otherwise this is an investment which your committee should consider important in protecting your members and users of your club facilities.

Your club should also have a stocked first aid kit on the premises at all times. Depending on your sport you may have more detailed requirements based on the activities you conduct. If you have any questions, it is best to contact your first aid kit supplier.

There are a range of first aid kit suppliers and trainers. Some are listed below.

**Ambulance Victoria**

1800 248 859

[www.ambulance.vic.gov.au](http://www.ambulance.vic.gov.au)

**St John's Ambulance**

1300 360 455

[www.stjohnvic.com.au](http://www.stjohnvic.com.au)

**Life Saving Victoria**

9676 6900

[www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

### More Information

- For First Aid Injury Reports - Smartplay at [www.smartplay.net](http://www.smartplay.net)
- To source grants that cover First Aid training courses make sure you check the Grants Section 7.2, the current e-newsletter which is located at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure) or contact Council's Leisure Services Officer on 9747 7200

## 13.10 Club Position Descriptions

To ensure effective operation of your sports club it is essential that all committee members play a role. Providing a position description which outlines what tasks are required of each position will ensure effective club management.



### More Information

A number of club position description templates can be found on [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure)

## 13.11 Templates / Policies / Forms Found on the CD Rom

The following templates are included on the enclosed CD

- Agenda - Annual General Meeting
- Agenda - Ordinary Committee Meeting
- Beat the Heat Policy
- Blood Rules Policy
- Budget Template
- Business Plan
- Club Newsletter
- Equity/Inclusion
- Food Safety Program Template for Community Food Events
- Good Sports Alcohol Management Policy Template
- Guide to making junior sport safe
- How To Develop A Policy
- Incident Report Form
- Infectious Disease Policy
- Meeting Minutes
- Nomination Form
- Notification Template - Annual General Meeting
- Promotional Flyer
- Proxy Form
- Position Descriptions
- Smoke Free Club
- Sunsmart Policy
- Sports Rage Tips for Parents
- Sports Rage Tips for Players
- Sports Rage Tips for Coaches
- Youth Sport Good Participation Guide Volunteer Qualifications Record

The following strategies/ policies are included on the council's website [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure)

- Alcohol Risk Management Policy
- Community Facilities Access Policy
- Community Group Capital Works Contribution Policy
- Naming of Council Facilities Policy
- Outdoor Advertising Sign Sponsorship Policy
- Personal Training - Use of Open Space Policy
- Water Restrictions Strategy (2009 Update)

The following forms are included on the council's website [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure)

- Application for Casual Use of Grounds
- Application for Registration of Temporary Food Premises or Event
- How to Add Events To Council's Calendar of Events

### More Information

- All the files found on the CD can also be found at [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure) or contact Council's Leisure Services Recreation Development Officer on 9747 7200