



CLUB GOVERNANCE BEST PRACTICE

Practical Steps for Stronger, Sustainable Clubs



THE REALITY OF COMMUNITY CLUBS

Most clubs face similar challenges:

- Fewer volunteers
- Increasing administration
- Greater compliance requirements
- Financial pressure
- Growing expectations from members



CONSTITUTION REVIEW

- Constitutions should be reviewed every 3-5 years.
- Many of our club constitutions are outdated and no longer fit for purpose.
- NSWRL have a template available to make the updating process much simpler.



BOARD V COMMITTEE

- Australian Sports Commission recommends Board structure

Traditional Committee	Board
Primary focus is week-to-week operations	Focus can shift towards future planning, governance and strategy
Set structure, often comprised of who puts their hand up	Flexibility allows for skill-based recruitment
Committee members often do everything	Responsibilities can be shared across additional roles and working groups
Requires less volunteers	Requires more volunteers with smaller roles.



VOLUNTEER SUCCESSION PLANNING

- Avoid the 'One Man Band'
- Identify future volunteers early
- Introduce 'Assistant' roles
- Document Key Processes – “Operations Manual”
- Share access to information



RECRUITING VOLUNTEERS

- Recruit early
- 'Tap on the Shoulder'
- Set Job Descriptions
- Make it known support is available
- Start small – break jobs into smaller, manageable tasks
- Make volunteering social
- Recognise and appreciate volunteers



EMERGING ROLES CLUBS SHOULD CONSIDER

- Social Media Coordinator
- Compliance Officer
- Sponsorship Coordinator
- Grants Coordinator
- Game Day Coordinator
- Volunteer Coordinator



WORKING WITH PARTNER CLUBS

- Almost every Junior club has a Senior equivalent
- Almost every Junior club shares their ground with this senior equivalent
- Large proportion of people involved in senior clubs also actively or previously involved in junior clubs.
- Advantages of working together
 - Grants and Infrastructure Planning and Funding
 - Sharing of volunteers and resources
 - Economies of Scale
 - Increased Sponsorship opportunities
 - Potential unified structure where appropriate



FINANCIAL MANAGEMENT

- Multiple Bank signatories
- Structure Club Bank Accounts as required
- Ensure reporting is conducted regularly
- Prepare an annual budget
- Manage cash carefully
 - Especially around canteens and bars
 - Transition to digital payments where practical



USING TECHNOLOGY

- Point of Sale Systems
 - Can assist with both managing sales and stock taking
- Artificial Intelligence
 - Sponsorship Proposals
 - Grant Writing and Preparation
 - Social Media content
 - Constitution Drafting
- Cloud Storage
 - Storage of Operational Files, Life Membership Records, General members Lists
- Technology should reduce workload, not increase it



KEY TAKEAWAYS

- Review your constitution regularly
 - If you haven't for some time, start now
- Plan for Volunteer succession
- Identify potential future volunteers this season
 - Create the smaller positions that suit their skillset to introduce them to your club.
- Review current Financial practices
 - Identify weakness and address as soon as practical
- Investigate technology options