



## **Policies and Procedures**

## 1. Implement Club Procedures and Policies

Project	Role	Measurable
Document all volunteer operating procedures	Volunteer Coordinator	Document developed
Implement volunteer management protocols	Volunteer Coordinator	Document developed
Promote and implement a child protection policy	Junior Committee	Policy communicated
Promote and implement all club policies	Junior Committee	Policies communicated
Conduct annual planning reviews	Junior Committee	Plan updated

### Document all volunteer operating procedures

All operational aspects of the club need to be identified so that a list of tasks can be developed to assist future volunteers. This can include registering players; organising coaches and officials; running training sessions; home game operations; canteen and BBQs; advertising; promoting media exposure; fundraising events; sourcing sponsors; applying for grants; purchasing equipment; updating the website; and communication. All this information needs to be culminated into the one document that is easy to navigate and is accessible for volunteers to access. It also needs to be constantly updated as procedures are improved or altered

### Implement volunteer management protocols

There are a number of written policies and procedures specific to the operation of the club's junior teams that need to be documented to assist volunteers. This will include who is responsible for specific tasks; how particular decisions are to be made; what the various volunteer roles include; who volunteers ask for assistance; how can volunteers best contribute towards the club; what training and support is available; who can show volunteers what to do; how volunteers go about asking for help; what courses are available for specific volunteer roles; what other aspects of the club might a volunteer like to learn about; what's required for specific accreditations; what are the responsibilities of particular volunteer roles; what needs to be provided to the committee so that all the club's operations are transparent; how is conflict resolved between volunteers, players or individuals; how is the damage or theft of equipment or facilities reported; what is the process for general complaints; and how do volunteers get reimbursed for their out of pocket expenses. The majority of these policies will be provided by the NRL and will need to be adapted to suit the club.



### **Promote and implement a child protection policy**

Our club has a legal and a moral responsibility (duty of care) to create an environment where children can have fun and be safe from any form of abuse while participating in sport. Abuse can occur in a variety of circumstances, however, research reveals that abuse is more likely to take place in organisations that have limited resources; poor coordination and consistency; gaps between policy and practice; inadequate policy and guidelines; lack of specialised skills; limited staff support; unwillingness to listen to the child/complainant; and a lack of information. In order for the club to provide a safe environment for children and minimise the risk of child abuse, volunteers and families need to implement measures that address the above points. The NRL will provide the appropriate resources to assist the club with child safety.

### **Promote and implement all club policies**

The TDJRL and NRL provide policies for the majority of club requirements, including the code of conduct, however, it is important that the club use these policies. Policies must be circulated to club parents, volunteers, players and stakeholders to ensure they are aware they exist and what information is included within. When required, the club must immediately act on issues as outlined in the respective policy. If policies are not used and communicated, they will not be of any benefit to the club. The club needs to ensure they are operating by the law and adhering to the required policies

### **Conduct annual planning reviews**

Strategic plans are only useful if they are used and updated. All decisions on the future of the club need to relate to the strategies outlined in this plan, therefore it needs to be part of each committee meeting. At the conclusion of each season, the plan needs to be reviewed and updated to remain current. This can be through member surveys and/or conducting a workshop for all players, volunteers, families and supporters to attend.

