

Club Management Guide

Book Two

The Next Step



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INTRODUCTION

After the '**change**' has happened in the club (based on Book One – 'The Change')

That is:

- A new structure
- A new committee concept
- A selection plan
- A training plan
- A succession plan
- Job description

There is a need to have a **plan** to operate the club effectively with the changes.

There is always more to a club's success than simply a committee managing the club.

THE 'NEXT STEP' OF THE PLAN IS;

1. Running an effective meeting
2. Social plan for the committee
3. Use the 'Big Team' concept
4. Use of the facilities for greater value to the members
5. Workshop training values
6. Value of good leadership

1. RUNNING AN EFFECTIVE MEETING

1. Have an Agenda (sent out prior to the meeting)
2. Set up the room with no head table
 - Best around a table or in a circle
 - More friendly for discussion
3. Start on time
 - Don't wait for last arrival
4. Keep to 1½ hours maximum
5. Keep the debate/discussion short
6. Difficult queries on issues;
 - Handle outside the meeting
 - Discuss the outcomes at the meeting
7. Involve all of the committee in the discussion
 - Ask for their view
8. Meetings at night to attract business and busy people
9. Leave nothing unresolved or up in the air
 - Can transfer to the next meeting
 - Or a smaller team outside the meeting
10. Don't ask, "Who will?"
 - As people are reluctant to put up their hand
 - Say, "Mary, could you....?"
11. Keep remits / motions out of the meeting, as words
 - Discuss the issues
12. Get youth in the **team**
 - Involve
 - Give them tasks

MEETINGS MUST BE;

- i. A positive experience
- ii. Where people can contribute
- iii. With no criticism of team members
- iv. No finger pointing
- v. So people want to be at the meeting
- vi. Get the team home early
- vii. Make team members feel great and part of a team making a difference
- viii. Frustrated team members leave the committee and often the club

2. SOCIAL PLAN

The plan is for the team to enjoy fellowship outside the committee and involve partners and families.

IDEAS FOR THE SOCIAL PLAN

- Pot luck dinner yearly
- Guest speaker to evening function
- Drinks at Christmas
- Go as a team to a musical or an event
- Drinks after Annual meeting
- Encourage members to bring partners
- Get in a guest speaker to the Annual General Meeting
- Awards at Annual meeting so better recognition of achievements
- Awards for leadership to be presented
- Celebrate success

OBJECTIVE

- Looking after the team and making the experience enjoyable, learning new skills and involve the family.

3. USE THE BIG TEAM

IF NOT GREAT ON SPEECHES:

- Use an MC for special occasions – adds value
- Sponsorship
 - Seek a businessman out of the club who is an achiever
- Advertising
 - Use a member whose business uses the media a lot

It is not a weakness to use the 'Big Team'. It is an honour to be asked to help a club.

Include all of your achievements in a **pack** to be used by the team member when seeking sponsorship or donations.

PACK TO INCLUDE:

- The Plan
- The achievements
 - Youth especially
 - Growth
 - Success
 - Training leaders

Show you have a plan and it is working. Employers like backing and supporting clubs who are;

- Well organised
- Have a plan
- Have goals
- Are achieving
- Supporting winners

4. USE OF THE FACILITIES

Most clubs have great facilities that are only used for the sport or activity day.

There is a lot of money tied up, so use the facility.

People join clubs not only to participate in the sport or activity but to be part of a team

- New friends
- Learn values

PLAN IS;

- Make up a programme for evening entertainment
 - Involve the family
 - Bring a friend
- Events;
 - Card evening
 - Karaoke evening
 - Speaker to talk on a topic of interest
 - Dance – social
 - Demonstrations
 - Hairdressing
 - Handyman
- Don't just hire out
 - Use for your members
 - Giving them more values
- Again, achieving good family support

VALUES

The four steps in developing a part of your structure change will add value and make the club grow quicker and the talk about the values will soon get out in the community. This encourages more members.

REMEMBER

- Happy club members are your best sales people
- Not everyone can be **great** at a sport or activity
- But all can be **great** in leadership
- And gain many values from being part of an organisation

NOW

It is **good** leadership at all levels of the club that makes you **grow** and be **successful**

- Not luck
- Not the sport

It is all about **you** being part of a great team.

NOW SET GOALS

- For further achievements
- For more activities
- For more ideas

As a happy club will give new ideas and members will be willing to help.

NEXT IS:

- Get involved with other organisations
- Get district workshop going
 - So there is the on-going learning of new ideas
 - New concepts from other clubs
- So the learning never stops
- So growth never stops

SUMMARY

The present issues with volunteer organisations are a challenge – not a problem.

- Don't focus on the problems
- Focus on change and the challenge

People still like being part of a successful team and organisation, no matter how busy they are. All parents want their children to experience success in sport and in an activity. They will support good organisations.

So the challenge is:

- Make your organisation great
- Try making the changes with;
 - A new plan
 - A new structure
 - A new process
- Use Book One (on change) as a base to develop the club plan
- Then sell to the club
- Then develop the next step:
 - Meeting rules and procedures
 - Social plan
 - Use of the 'Big Team' support
 - Use the facility for member's benefit
 - Work with other organisations for new ideas
- Keep reviewing
- Keep changing
- Get many to help so the workload is shared

THE NEXT JOURNEY IS:

Motivation

Keep the organisation exciting and rewarding to all – that is another exciting journey.

Keep up the good work. Simply understand the great values given to the community. This is special and makes our district a great place to live.

I know that from shifting to eight towns and cities in New Zealand over the past 35 years, being part of a club and group outside of work has been special and soon makes you feel part of the community;

- Able to give
- Able to be part of a team
- And most of all, the opportunity to meet many great people who are now friends all through New Zealand – these friends are special.