



## Club Structures & Administration Worksheet

In five years we will be able to say:

“Our club excels in its administration. We have the structures in place appropriate to the club’s needs. Our club Executive is vibrant and we have increased the number of people volunteering at the club.”

### Topics to consider:

- Use of sub-committees;
  - Fundraising;
  - Finance;
  - Communications;
  - Culture;
  - Games Development;
  - etc.;
- Attracting new volunteers;
- Integration & Inclusion;
- Training for new volunteers;
- Allocation of responsibilities;
- Compliance with regulations;
  - Data Protection guidelines;
- ASAP – Alcohol and Substance Abuse Programme.

These topics are guidelines for discussion, and while your group is expected to discuss each of the topics above, your discussions are not limited to them. Feel free to discuss other topics on this subject and make relevant notes.

On the next page, please make notes on what your group believes the club should do over the coming five years to improve the club structures and administration.



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What should we ***Start Doing?***

- 1.
- 2.
- 3.
- 4.
- 5.

What should we ***Continue Doing?***

- 1.
- 2.
- 3.
- 4.
- 5.

What should we ***Stop Doing?***

- 1.
- 2.
- 3.
- 4.
- 5.