

# Club Management Induction Program

## Local Induction Guide

The Club Management Induction Program is made up of three parts:

- 1 SLSNSW Club Management Team Induction Pack**
- 2 Local induction (this resource provides guidance on this)**
- 3 Role-specific information**

If you have any questions about the program or about how you as a club or branch can support it, please contact a member of the Surf Life Saving NSW Development Team (<https://www.surflifesaving.com.au/resources/ground-support>).

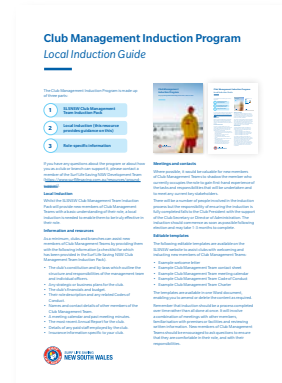
### Local Induction

Whilst the SLSNSW Club Management Team Induction Pack will provide new members of Club Management Teams with a basic understanding of their role, a local induction is needed to enable them to be truly effective in their role.

### Information and resources

As a minimum, clubs and branches can assist new members of Club Management Teams by providing them with the following information (a checklist for which has been provided in the Surf Life Saving NSW Club Management Team Induction Pack).

- The club's constitution and by-laws which outline the structure and responsibilities of the management team and individual officers.
- Any strategic or business plans for the club.
- The club's financials and budget.
- Their role description and any related Codes of Conduct.
- Names and contact details of other members of the Club Management Team.
- A meeting calendar and past meeting minutes.
- The most recent Annual Report for the club.
- Details of any paid staff employed by the club.
- Insurance information specific to your club.



### Meetings and contacts

Where possible, it would be valuable for new members of Club Management Teams to shadow the member who currently occupies the role to gain first-hand experience of the tasks and responsibilities that will be undertaken and to meet any current key stakeholders.

There will be a number of people involved in the induction process but the responsibility of ensuring the induction is fully completed falls to the Club President with the support of the Club Secretary or Director of Administration. The induction should commence as soon as possible following election and may take 1-3 months to complete.

### Editable templates

The following editable templates are available on the SLSNSW website to assist clubs with welcoming and inducting new members of Club Management Teams:

- Example welcome letter
- Example Club Management Team contact sheet
- Example Club Management Team meeting calendar
- Example Club Management Team Code of Conduct
- Example Club Management Team Charter

The templates are available in one Word document, enabling you to amend or delete the content as required.

Remember that induction should be a process completed over time rather than all done at once. It will involve a combination of meetings with other members, familiarisation with premises or facilities and reviewing written information. New members of Club Management Teams should be encouraged to ask questions to ensure that they are comfortable in their role, and with their responsibilities.



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