



The [Club Matters website](#) has lots of information, resources and downloads to help sports clubs. The four tables below identify the main pages under the [Management](#) section of the Club Matters website and illustrates some of the reasons clubs may want to access the information available. For more specific organisation structure support, please use the separate Club Structures reference guide.

To help clubs find the support they need, this short guide provides top tips and direct links to the relevant resources.

Please note that in order to access some of the links below you will need to be registered and logged in to the Club Matters website.

CLUB DEVELOPMENT & PLANNING



Scenario

A club wants some support developing their business plan...



Top tips

- Know your vision and then develop clear objectives to help you get there
- Consider your strengths and where you want to develop
- Consider any changes in future needs e.g. facilities, coaches, etc.
- Make your business plan time specific and measurable



Links

[Club Planning Overview](#) • [Club Improvement Tool](#) • [Club Development Plan](#)
[Club Development Plan Template](#) • [Club Development Plan Guide](#)
[Club Facilities](#)

EFFECTIVE COMMITTEES



Scenario

A club needs support electing and running their committee...



Top tips

- Understand all the activities which need to happen to run your club so you can identify clear roles and responsibilities
- Develop clear role descriptions so committee members know what's expected of them
- Choose people with the right skills and experience for the roles
- Where possible committee members should only have one role each



Links

[Effective committees and committee roles](#) • [Skills matrix](#) • [Effective meetings](#)

POLICIES & PROCEDURES



Scenario

A club is unsure whether their current policies and procedures are appropriate...



Top tips

- Refer to your club constitution to see what functions and rules are set out
- Speak to your NGB about recommended policies and procedures for your sport
- Regularly review your policies and procedures to meet your club's changing needs
- Clearly communicate your policies and procedures to everyone involved in the club



Links

[Types of policies and procedures](#) • [Safeguarding and welfare](#) • [Code of conduct](#)
[Data protection](#) • [Equity policy](#) • [Health and safety](#) • [Constitution](#)

MANAGING RISK



Scenario

A club wants to know how they can better manage their risks...



Top tips

- Conduct regular risk assessments and consider how you can mitigate risks that arise
- Prioritise risks and take action, dealing with the most serious issues first
- Agree who will take ownership of managing risk at your club
- Have appropriate insurance in place



Links

[Managing risk](#) • [Risk assessments](#) • [Risk assessment guide](#) • [Insurance](#)
[Insurance top tips](#)