

Club Manual



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Section One

Constitution

Rules/Constitution of *Richardsons CC Scarborough Community Amateur Sports Club*

1 The club will be called: *Richardsons CC Scarborough Community Amateur Sports Club*

2 The Purposes of the Club

The purposes of the Club are to promote the amateur sport of Cycling in Scarborough Area and community participation in the same area.

3 Permitted means of advancing the purposes

The Committee has the power to:

- a** Acquire and provide grounds, equipment, coaching, training and playing facilities, club house, transport, medical and related facilities
- b** Provide coaching, training, medical treatment, and related social and other facilities
- c** Take out any insurance for club, employees, contractors, players, guests and third parties
- d** Raise funds by appeals, subscriptions, loans and charges
- e** Borrow money and give security for the same, and open bank accounts
- f** Buy, lease or licence property and sell, let or otherwise dispose of the same
- g** Make grants and loans and give guarantees and provide other benefits
- h** Set aside or apply funds for special purposes or as reserves
- i** Deposit or invest funds in any lawful manner
- j** Employ and engage staff and others and provide services
- k** Co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies
- l** Do all other things reasonably necessary to advance the purposes.

NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

4 Membership

- a** Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b** The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c** The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of club members.



5 All General Meetings

- a** All members may attend all general meetings of the Club in person.
- b** Such meetings need 14 clear days' written notice to members.
- c** The quorum for all general meetings is 10 members present or 10% of the total membership whichever is greater.

- d** The Chair or (in his or her absence) another member chosen at the meeting shall preside.
- e** Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- f** Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.

6 Annual General Meetings (AGM)

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- a** The Members will elect a Committee including a Chair, Treasurer and Secretary to serve until the next AGM;
- b** The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;

- c** The Committee will present a report on the Club's activities since the previous AGM.
- d** The accounts will be independently validated on an annual basis by a nominated person not previously involved in the production of the accounts
- e** The Members will discuss and vote on any resolution (whether about policy or to

7 Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 10 members signed by them. Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

8 The Committee

A Role

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

B Property etc

- i.** The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- ii.** The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- iii.** The Club may also in connection with the sports purposes of the Club:
 - a** Sell and supply food, drink and related sports clothing and equipment;
 - b** Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
 - c** Pay for reasonable hospitality for visiting teams and guests;
 - d** Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

- iv.** The Committee will have due regard to the law on disability discrimination and child protection



C Composition etc

- i.** The Committee shall consist of at least three and not more than seven members (including Officers).
- ii.** The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.
- iii.** Any Committee member may be re-elected or re-co-opted without limit.
- iv.** A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

D Committee meetings

- a** Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- b** The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
 - a** At least 2 members must be present for the meeting to be valid;
 - b** Committee meetings shall be held face to face;
 - c** The Chair, or whoever else those present choose shall chair meetings;
 - d** Decisions shall be by simple majority of those voting;
 - e** A resolution in writing signed by every Committee member shall be valid without a meeting;
 - f** The chair of the meeting shall not have a casting vote.

E Delegation etc

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

F Disclosure

Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

9 Amendments

- a** These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in 9 (b) has been followed) or winding up provisions.
- b** The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.



10 Winding up the Club

a The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

b The Committee will then be responsible for the orderly winding up of the Club's affairs.

c After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- i. To another Club with similar sports purposes which is a charity and/or
- ii. To another Club with similar sports purposes which is a registered CASC and/or
- iii. To the Club's national governing body for use by them for related community sports.

Constitution adopted

At a meeting held at:

On:

Name:

Signed:

Signature:

Witnessed by:

Name:

Signature:

Occupation:

Witness Address:

Postcode:

Details needed to complete the model constitution

Before you can complete the model you will need to have made decisions on the following matters. It may help you in this process to refer to the following notes.

- | | | |
|----------|---|----------------|
| 1 | The name of the club | Clause 1 |
| 2 | The sport or sports which the Club will promote and the area in which it will operate | Clause 2 |
| 3 | Period of notice for general meetings | Clause 5(b) |
| 4 | Quorum for general meetings | Clause 5(C) |
| 5 | Number of members required to demand an EGM | Clause 7 |
| 6 | Minimum and maximum number of members of the Committee | Clause 8(C)(i) |



Section 2

Equality Policy

Statement of Intent

- 1.1 British Cycling Federation is fully committed to the principles and active promotion of equality of opportunity and is responsible for ensuring that no job applicant, employee, member or volunteer receives less favourable treatment on the grounds of age, gender, parental or marital status, racial group (race, colour, nationality, ethnic or national origins). Disability, religious beliefs or principles, social status, trade union membership or non-membership or sexual preference.
- 1.2 The Federation will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly.
- 1.3 The “active promotion of equality of opportunity” implies that the Federation is seeking to move from simply complying with legislation and good practice towards embracing diversity.

Purpose of the Equality policy

- 2.1 The Federation will ensure that no sections of the community are denied the opportunity to participate equally and fully in the sport at all levels.
- 2.2 The Federation will take steps to prevent discrimination or other unfair treatment for its employees, members or volunteers.

Legal Requirements

- 3.1 The Federation is required by law not to discriminate against its employees or members and recognises its legal obligations under current, relevant acts and related obligations arising from connected codes of practice.

Types of Discrimination

Discrimination can take the following forms:

- 4.1 Direct Discrimination: This occurs when one person is treated less favourably than another in the similar circumstances.
- 4.2 Indirect Discrimination: This occurs when a provision, criterion or practice is applied equally to all, but which has a disproportionate and detrimental effect on a particular section of the population, because fewer members of that section can comply with the provision, criterion or practice cannot be objectively justified.
 - 4.2.1 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the proper performance of the work involved.
- 4.3.1 Harassment: Harassment can be described as actions, behaviour comments or physical contact that are unwelcome, inappropriate, unreciprocated and objectionable or causes offence to the recipient. It may related to age, gender, racial group, disability, religion or belief, social status, sexuality or some other personal characteristic.
- 4.3.2 Bullying: Bullying is one form of personal harassment. It is the misuse of power or position to persistently criticise or to humiliate and undermine an individual's confidence.
 - 4.3.1 The Federation is committed to ensuring that its employees, members and competitors are able to conduct their activities in an environment that is free from harassment, intimidation or bullying.
 - 4.3.2 The Federation regards discrimination and harassment or bullying as described above as gross misconduct and any employee of the Federation, participant or volunteer who discriminates against any other person will be liable to appropriate disciplinary action.
- 4.4. Victimisation: Victimisation occurs when someone is treated less favourably than others because he or she has taken action against the Federation under one of the relevant acts or provided information about such discrimination.

Implementation

- 5.1 A copy of this document will be available to all staff, members and volunteers of the Federation.
- 5.2 All employees, members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.
- 5.3 The Federation will take measures to ensure that its employment practices are non- discriminatory.
- 5.4. No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.
- 5.5 A planned approach will be adopted to eliminate barriers which discriminate against particular groups.
- 5.6 The Federation will ensure that consultants and advisers used by the Federation can demonstrate their commitment to the principles and practice of equality.

Positive Action

- 6.1 The Federation may take positive action or introduce special measures or initiatives for any group which is currently under-represented in membership, representative bodies or workforce.



Monitoring and Evaluation

- 7.1 The Federation will regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis and will inform employees and members of their impact.
- 7.2 The Chief Executive has overall responsibility for the implementation of the equal opportunities policy.
- 7.3 The BCF Board is responsible for ensuring that this equity policy is followed and to provide appropriate procedures to deal with the investigation and disciplinary hearing in connection with any alleged breach of the Equality Policy and/or any related Codes of Practice which may be issued by the Board from time to time.

Disciplinary and Grievance Procedures

- 8.1 **To safeguard individual rights under the policy an employee, member or volunteer who believes that he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.**
- 8.2 Appropriate disciplinary action will be taken against any employee, member or volunteer who violates the Federation's Equality Policy
- 8.3 The Federation is concerned to ensure that individuals feel able to raise any grievance and no employee, member or volunteer will be penalised for doing so unless it is untrue and not made in good faith.

Adopted 18/11/00
Amended 24/11/01, 24/11/02, 10/12/05



British Cycling Code of Conduct

for Member Clubs, Individual Members, Staff, Coaches, Officials and Volunteers.

British Cycling is the trading name of the British Cycling Federation which is the governing body of cycle sport in the UK as recognised by the Union Cycliste Internationale and the Sports Councils. This document is the Organisation's code of conduct, which offers guidance on good practice for everyone involved in the sport of cycling, whether they be British Cycling staff, individual members, coaches, race officials, member club officials or volunteers.

The code of conduct is divided into four sections:

- **Rights:** which outlines the basic rights of individuals to take part in the sport of cycling
- **Relationships:** which offers guidance on personal relationships in cycling, in particular those between coaches, or others in positions of influence and riders
- **Personal Standards:** which outlines the standards of personal conduct and behaviour expected within the sport at all levels
- **Professional Standards:** which details the commitment to best practice and ongoing professional development expected of officials, coaches, volunteers and all others in positions of authority within British Cycling

RIGHTS

Statement

It is essential that all people involved in cycling recognise and ensure that everyone has an equal right to participate in the sport.

Issues

British Cycling's member clubs, members, staff, coaches, officials and volunteers should:

- Make every effort to make cycling a sport where everyone is treated as an individual and which is open and available equally to all members of society.
- Make every effort to ensure that cycling in all its forms offers the individual the opportunity to participate without fear or harassment. Where a participant experiences fear, harassment or bullying, the individual has a right to make a complaint and for that complaint to be heard and acted upon in accordance with the relevant policy
- Respect the right of riders to consult with other coaches and experts.
- Encourage everyone to have a balanced lifestyle, therefore protecting their welfare both outside and within the sport.

Actions

British Cycling's member clubs, members, staff, coaches, officials and volunteers should:

- Ensure that all individuals in cycling are, at all times, treated with respect.
- Not discriminate against an individual for any reason, whether it be race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.
- Challenge discrimination in whatever form it takes.
- Always behave with discretion when discussing individuals, athletes or coaches and avoid engaging in descriptions or publicly criticising them in a way which they may find demeaning.
- Communicate with each other in a way which reflects respect and care. This is especially important in rider/coach relationships, when a coach is providing feedback to a rider and when dealing with children or vulnerable adults.

RELATIONSHIPS

Statement

British Cycling's member clubs, members, coaches, staff, officials and volunteers should build relationships within the sport which are open and honest, and founded on mutual trust and respect.

Issues

- Members, coaches, staff, officials and volunteers must not behave in any way which involves or could be construed as abuse of any kind, whether it be sexual, physical, emotional, neglectful or bullying. The welfare and best interests of everyone involved with the sport should be respected and promoted at all times. Individuals should be empowered to be responsible for their own decisions.
- Anyone involved in a position of authority or engaged in a coaching, or any other form of relationship directly related to the sport, must avoid sexual intimacy during that relationship. This should also extend for a period of time immediately following the end of that relationship.
- Members, coaches, staff, officials and volunteers must always take action if they have concerns about an adult's behaviour towards a child.
- When coaching is offered, it is important to clearly define the level of expertise, services and any fees involved.
- Coaches should work with and communicate with a range of individuals and organisations that will benefit the rider and provide them with a broader range of services and knowledge. Equally, coaches should discuss and agree with a rider other sources of information and guidance if they believe it will be of benefit to the rider.



- High standards of behaviour are expected of everyone within the sport, whether it be of language, manner, appearance or punctuality. Quality preparation and presentation are also important aspects of coaching and educational work.

People in positions of authority or influence, or who may be considered role models, should not smoke, drink alcohol or use recreational or performance enhancing drugs whilst involved with the sport or its participants in any way.

PROFESSIONAL STANDARDS

Statement

To maximise the enjoyment and benefits of cycling, minimise the risks to participants and competitors and ensure safe and correct practice, all officials, coaches and others in positions of authority within the sport, must attain a high level of competence through qualifications and a commitment to ongoing training and must support and implement the codes of conduct and policies of the Federation.

Issues

British Cycling's member clubs, members, coaches, staff, officials and volunteers should strive to provide a safe environment that maximises the enjoyment and benefits of cycling and minimises risks to participants and competitors, thus helping them to achieve their goals. Safe and correct practice must be carried out and promoted at all times.

Officials, coaches and others in positions of authority within the sport should at all times strive to be professional and accept responsibility for their actions. They should make an ongoing commitment to provide participants and competitors with a quality service. Beyond that, they should actively promote the positive benefits to society of participation in cycling. They should contribute to the development of their own field of expertise or responsibility by exchanging knowledge and ideas with others and by gaining appropriate British Cycling (or other approved body) qualifications.

Actions

- Member clubs, members, coaches, staff, officials and volunteers should follow British Cycling's guidelines.
- Participation in British Cycling's competitive events should only go ahead with full observance of the technical regulations governing the sport in general and the individual disciplines within the sport.
- Coaches and club officials should plan all structured or group cycling to meet the needs and safety of the riders involved. Coaching sessions, in particular, should be progressive and appropriate.
- Clubs and coaches should maintain appropriate records of members and of coached riders. Whenever a coach is advising a rider, they should recognise and accept when it is appropriate to refer them to another coach or specialist.
- Coaches and officials should seek to attain the highest level of qualification available and maintain an up-to-date knowledge and understanding of technical developments within cycling, and of other issues which may have an influence their rider(s) or their own professional ability.
- British Cycling's member clubs, members, coaches, staff, officials and volunteers should be aware of the social issues and how cycling can contribute to local, regional or national initiatives. Every opportunity to recruit people into the sport or to use cycling as an educational tool should be taken.
- Coaches should identify and contribute to initiatives which will improve the standards and quality of coaching, both in cycling and other sports. By operating in an open and transparent fashion with each other, coaches can benefit from shared knowledge and experience.
- When involved in coaching, or any other area of specialist knowledge or expertise, individuals should look to take an analytical approach, including identifying their professional needs. They should be committed to participating in continuous professional development, through both training and experience.
- Anyone engaged in positions of responsibility within cycling should be aware of the need to manage their lifestyle and commitments to the sport, to avoid burn-out, stress or a lowering of standards which may impact on themselves or others.
- It is vital that no one in cycling, at any level, assumes responsibility for any role which they are not qualified or prepared for. Above all, they should not mislead others as to their level of qualification or competence.



Actions

Members, coaches, staff, officials and volunteers should take into account the physical needs of riders, both in and out of competition. Issues such as the volumes and intensity of their training and competitive cycling should be addressed with particular care. This is especially important with young riders who are still growing.

Physical contact during both competitive and non-competitive cycling activities should be limited to that which is appropriate and necessary. It should always be with the consent and approval of the rider/athlete.

Any form of sexually related contact with an under age athlete is strictly forbidden. So too are sexual innuendo, flirting or any inappropriate gestures and terms. It is every adult's responsibility to inform a child's parents immediately if there are any concerns for the welfare of that child.

When a young rider is intending to undertake any form of coach led cycling activity, it is the responsibility of the coach or responsible adult to discuss fully the potential impact of the programme with parents and/or other interested parties.

If an intimate relationship is developing between a coach and a rider they are coaching, then the rider should immediately be transferred to another coach. It is the duty of coaches and other cycling officials to know and understand British Cycling's policies and procedures in this regard. It is equally important to follow the reporting procedures laid down by British Cycling if an individual has a concern – failing to act is not acceptable.

Governing Bodies, Clubs, Divisions and other forms of association within the sport, should involve and consult members at all levels in decision-making processes. Members, coaches, staff and officials must respect all cyclists' opinions concerning their participation in cycling. Equally, cyclists at all levels should be encouraged to take responsibility for their own development and actions within the sport and be aware of and respect the Technical Regulations under which cycling competitions are conducted..

Where decisions are made concerning a cyclist's involvement in the sport, whether it be with a coach or other person in a position of responsibility, care must be taken to include the cyclist in the decision-making process except during competitions when this process is governed by the Technical Regulations.

Coaches or other persons in positions of responsibility should keep cyclists and/or their parents informed of the requirements of the sport, both physical and, where appropriate, financial. An understanding of the potential for conflicts of interest and a willingness to resolve them is also important. In particular, coaches should be careful not to work with any other coach's riders without first discussing or agreeing it with both the coach and the rider involved. In all relationships within the sport – including club/rider or coach/rider - mutual agreement should also be reached on what information concerning the cyclist should remain confidential.

PERSONAL STANDARDS

Statement

British Cycling's member clubs, members, coaches, staff and officials should demonstrate proper personal behaviour and conduct at all times.

Issues

British Cycling's clubs, members, coaches, staff, officials and volunteers must be fair, honest and considerate to riders and other individuals involved in the sport

British Cycling's clubs, members, coaches, staff, officials and volunteers must attempt to provide positive role models for others in the sport at all times

Actions

- It is essential to act within the Technical Regulations and the spirit of cycling at all times and behave with respect, displaying control, dignity and professionalism at all times.
- British Cycling's member clubs, members, coaches, staff, officials and volunteers must be prepared to familiarise themselves with issues relating to the use of performance enhancing drugs and banned methods in sport and co-operate fully with UK Sport and British Cycling policies in this area. Coaches and officials have a responsibility to provide education and guidance on these issues.
- Coaches and clubs should maintain previous levels of interest and support for an athlete when they are injured or sick.



Club Officials

Role Descriptions

Chair Person

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

Main Duties

- Chair committee meetings and Annual General Meeting
- Ensure appropriate documents, including minutes are available for committee members
- Ensure that committee members are aware of their roles and responsibilities
- Act as the ambassador and/or spokesperson for the organisation
- May be called upon to act as mediator

Skills Required

- Confident and Effective communicator
- Great organisation skills
- Ability to delegate duties
- An understanding of the Forward Plan, governance and standing orders
- Ability and knowledge to act as spokesperson for your organisation
- Unbiased and impartial
- Knowledgeable on equity issues

Secretary

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Good management skills.
- Confident and Effective Communicator
- Great administrative skills.
- Well organised and conscientious.

MAIN DUTIES

- 1) Act as the first point of call for those looking to join or seeking information about the club/organisation.
- 2) Deal with all club/organisation membership.
- 3) Ensure club/organisation affiliation to, eg NGB.
- 4) Deal with all outgoing and incoming correspondence.
- 5) Keep club/organisation records accurate and up to date.
- 6) Liaise with Chair to arrange meetings.
- 7) Prepare agendas and take minutes from committee meetings.
- 8) Ensure that all club/organisation members have relevant information before and after meetings.

Treasurer

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Good accountancy knowledge
- Great organisation skills.
- Administrative skills
- Good communicator.

MAIN DUTIES

- 1) Maintain accurate and up-to-date financial records for the club/organisation.
- 2) Establish and maintain club/organisation bank/building society account and banking arrangements.
- 3) Produce and monitor annual budget.
- 4) Report financial position to the committee.
- 5) Collect and deposit all fees, subscriptions and funds.
- 6) Prepare and issue receipts for monies received.
- 7) Ensure that funds are spent appropriately.
- 8) Explore funding opportunities for the club/organisation.
- 9) Pay any bills occurred.
- 10) Prepare end of year financial report for AGM.

Club Welfare

RESPONSIBLE TO: Committee and NGB

SKILLS REQUIRED:

- Approachable
- Child focused
- Basic administration
- Basic advice and support provision
- Communication
- Maintain records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal

MAIN DUTIES

- 1 To be the first point of contact for staff, volunteers, parents and young people where concerns about welfare, poor practice or child abuse are identified.
- 2 Implement the club's reporting and recording procedures.
- 3 Promote the club's best practice guidance/code of ethics within the club.
- 4 Assist the club to fulfil its responsibilities to safeguard young people.
- 5 Assist the club to implement its child welfare implementation plan.
- 6 Assist volunteers in keeping their certificates and qualifications up to date.
- 7 Sit on the club's management committee
- 8 Ensure confidentiality is maintained.
- 9 Promote anti-discriminatory practice.
- 10 Be the first point of contact with the England Hockey Lead Child Welfare Officer
- 11 Maintain contact details for local social services, police and the Local Safeguarding Children Boards (LSCB) in case of an emergency.

Publicity

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator
- Knowledge of local media is an advantage
- Marketing and communications knowledge is an advantage
- Able to act as spokesperson for your club or organisation.

MAIN DUTIES

- 1) Establish leads within local media.
- 2) Investigate potential promotional opportunities for the club.
- 3) Produce regular press releases for the club/organisation notice board and local media.
- 4) Inform local press/media of club/organisation success and achievements.
- 5) Collate journal of all clubs/organizations media features – press cuttings etc.
- 6) Advertise and publicise club at all appropriate opportunities.
- 7) Produce and/or update club/organisation website.
- 8) Produce and distribute a regular newsletter.

