



Club Administration

Information Technology

Having access to a computer and the latest software is essential to good administration. [Techsoup New Zealand](#) offers discounted products and services for registered non-profit entities.

Securely storing files on the cloud using servers such as [Dropbox](#) and sending large files via [WeTransfer](#) are also useful services.

Secretary

The Secretary manages the club's administrative procedures. They are usually the main link between the committee and the club's members.

The role of the Secretary usually includes:

- Assisting the President in preparing agendas for meetings
- Sending notice of upcoming meetings and circulate previous minutes
- Having a good knowledge of the club's policy and constitution
- Communicating information to the members
- Keeping records and correspondence
- And keeping everyone well informed

It is important that meetings are well run and have structure as a volunteer's time is valuable. An agenda should be sent out prior to the meeting and adhered to during it. Members attending the meeting should ensure they have read and have with them all relevant material.

Club code of conduct

To enable smooth management of a club, it is useful to establish some Codes of Conduct, to set down some basics about what is expected of different groups within your membership. All club members should be aware of these so that they know their expected behaviour as administrators, players, coaches, spectators, officials, parents etc.

Click [here](#) for a sample code of conduct.

Club membership form and database

A club membership form is a useful document for new members to a boccia club and allows you to gather important information about each member. In the event of an emergency, especially with children, emergency contact details must be readily available.

Click [here](#) for a sample membership form.

Click [here](#) for Boccia New Zealand's sample database spreadsheet to record members details in.

Club contact details

All clubs are listed in the [Club Directory](#) on the Boccia NZ website. This is the easiest way for prospective participants to find a club in their area. The contact details of your club and Management Committee should be kept up to date. Email boccia@boccia.org.nz if the details of your club change.

Another important place your club should be listed is on your nearest [Regional Sports Trust](#)'s website.

Club email address

A club email account is a good idea as this way all club correspondence will go to one place. This account needs to be checked regularly by the Secretary.

There are many free options available, such as [Gmail](#), [Hotmail](#) and [Yahoo](#).

MEMBERSHIP FORM

2015

Name: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Disability: _____

Fee: (please select) **Player (\$20)** OR **Associate (\$10)**

Donation: (donations from individuals of \$5 or more are tax deductible)

Enclosed is a general donation of \$ _____

Type: (please select) **New member** OR **Renewing member**

Please note:

All new membership applications must be approved by the Management Committee before they become valid.

Membership is valid from 1 July to 30 June each year.

Please make all cheques payable to **Boccia New Zealand (Inc.)** or

Deposit funds directly into Boccia New Zealand's Bank Account: **03 - 0173 - 0371811 - 000**

Office use only:

Date: _____ Amount: _____ Method: _____

Receipt number: _____ Signed: _____

Sample Code of Conduct

Administrators:

I will:

- Create pathways for club members to participate not just as players but also as coaches, referees and administrators
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players
- Ensure quality supervision and coaching for players
- Remember that players participate for their enjoyment and benefit
- Help coaches and officials highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating
- Ensure that everyone involved in sport emphasises fair play
- Distribute a code of conduct to players, coaches, officials and parents and encourage them to follow it
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- Promote adherence to anti-doping policies

I will not:

- Arrive at the venue intoxicated or drink alcohol at matches
- Use bad language, nor will I harass players, coaches, officials or spectators

Coaches

I will:

- Remember that players participate for enjoyment and winning is only part of the fun
- Never ridicule or yell at players for making a mistake or not winning
- Be reasonable in my demands on players' time, energy and enthusiasm
- Operate within the rules and spirit of the sport and teach my players to do the same
- Ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities
- Avoid overplaying the talented players and understand that the average players need and deserve equal time
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same
- Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- Obtain appropriate training and keep up to date with the latest coaching practices and the principles of growth and development of players
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- Promote adherence to anti-doping policies

I will not:

- Arrive at the venue intoxicated or drink alcohol at matches
- Use bad language, nor will I harass players, coaches, officials or spectators

Officials

I will:

- Place the safety and welfare of players above all else
- Show concern and caution towards sick and injured players
- Be impartial, consistent, objective and courteous when making decisions
- Accept responsibility for my actions and decisions
- Condemn unsporting behaviour and promote respect for the individuality of players
- Avoid any situations which may lead to or be construed as a conflict of interest
- Be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- Be a good sport as I understand that actions speak louder than words
- Always respect, remain loyal to and support other officials
- Keep up to date with the latest 'Laws of the Game', trends and principles of their application
- Refrain from any form of personal abuse towards players or other officials
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background

I will not:

- Arrive at the venue intoxicated or drink alcohol at matches
- Use bad language, nor will I harass players, coaches, officials or spectators

Parents

I will:

- Encourage my child to play within the rules and respect officials' and coaches' decisions
- Teach my child to respect the efforts of their opponents
- Remember that children learn best by example so I will applaud good plays / performances by both my child's team and their opponents
- Give positive comments that motivate and encourage continued effort
- Support my child's efforts and performance
- Thank the coaches, officials and other volunteers who give their time to conduct the event for my child
- Help when asked by a coach or official
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background

I will not:

- Pressure my child in any way – I know that this is their game not mine
- Arrive at the venue intoxicated or drink alcohol at matches
- Use bad language, nor will I harass players, coaches, officials or other spectators
- Criticise or ridicule my child's performance after the game

Players

I will:

- Always play by the rules
- Never argue with an official. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition
- Control my temper. I understand that verbal abuse of officials and other players or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport
- Work equally hard for myself and my team
- Be a good sport and applaud all good plays whether they are made by my team or the opposition
- Treat all players in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor
- Cooperate with my coach, team mates and opponents
- Display modesty in victory and graciousness in defeat
- Participate for my own enjoyment and benefit, not just to please parents and coaches
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Thank the opposition and officials at the end of the game
- Comply with anti-doping policies

I will not:

- Arrive at the venue or play sport while intoxicated