



MANDURAH
VOLLEYBALL
ASSOCIATION

MANDURAH VOLLEYBALL ASSOCIATION INC.

Where everyone can play.



Club Governance

Governance

Governance is a system of processes, policies, procedures and rules used to control and manage a club. Having strong governance ensures the club has the necessary structure, practices and strategies to provide the services it says it can, in a quality way.

Governance comprises of three key areas—

1. How a club develops its strategic goals and direction
2. How the committee monitors its performance to ensure it achieves its goals
3. How the committee ensures it acts in the best interest of its members

Good governance also means that the committee (and the members) act effectively, with integrity and good judgement, its operations are transparent and accepts accountability in all its actions and decisions.

Responsibilities

To operate most effectively and responsibly, the Committee should:

- understand its roles and responsibilities, as individuals, committee members and as a committee;
- attract quality people, and have a plan on how it will do this;
- retain quality people by providing development opportunities;
- meet regularly enough to perform its roles and responsibilities;
- operate under a regularly reviewed constitution that is up-to-date and does not impede the organisation from operating effectively and the Committee from fulfilling its roles and responsibilities; and
- ensure that only the most important matters and powers are contained in the constitution, with the remainder to be set out in regularly reviewed policies and by-laws.

Processes

A process is a collection of related activities and tasks which produces an output (i.e., service or product) from an input(s). Put simply, a process uses specific inputs (such as what is required and where does it come from, e.g., team details), to perform some function that produces a result (e.g., create fixtures). The fixtures are then checked (the output) for quality (e.g., no duplications).



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Management Functions

These processes include—

- planning
- budgeting
- quality management (performance)

Operations

MVA operations includes—

- membership management
- event management
- risk management

Support

These include—

- financial management
- training
- volunteer management
- marketing

Policies and Procedures

Policies and procedures (written and un-written) are used in an organisation to guide decision making and provide transparency. Irrespective of size, all sporting clubs should adopt a series of basic policies and procedures. Most of these can be re-drafted or directly taken from parent body documents at state and/or national level.

Mandurah Volleyball Association has several policies, procedures and codes including—

- Child Protection Code of Conduct
- Coaches and Officials Code of Behaviour (Volleyball Australia)
- Member Protection Policy
- Goods and Services Policy
- Complaints Procedure
- Grievance Procedure (incorporated in the Consitution)
- Risk Management
- Financial Management
- Volunteer Management (TBC)
- Working With Children (TBC)



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The combination of these policies applied to activities at our club will also assist in dealing with certain risk management issues as many policies outline preventative measures to the issues addressed.

Risk Management

Risk management is a process in which a club can identify, assess and treat risks that could potentially affect their operations. The biggest risk to not-for-profit organisations like MVA, is not having enough funds to operate, that is to pay its bills!

To avoid this, the club's committee should ensure adequate controls and reporting systems are in place to understand and monitor the club's operations, risks and finances.

The risk management process can be summarised as—

- Step 1 – Establish the context
- Step 2 – Identify the risks
- Step 3 – Analyse the risks
- Step 4 – Evaluate the risks
- Step 5 – Treat the risks

To compliment operations the committee should have a good understanding and management of the club's value proposition (how much members are prepared to pay for services), membership pricing structures and other sources of revenue, including minimising any dependencies on particular sources, in other words, work with a budget.

Compliance

As part of the organisation's risk management process, it should:

Be aware of the environment it is operating in

This would include the:

- rules;
- regulations; and
- legislation.

Identify the risks

- sources of risk;
- when and where the risk could happen;
- the effect of the risk on the organisation's objectives; and
- who might be impacted?



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Analyse the risks

- consider the likelihood and consequences of the risk happening;
- evaluate the risks;
- what is the organisation's risk tolerance, high or low?
- can the risk be dealt with?
- is it tolerable or intolerable?

Deal with the risks

- select how to deal with the risk;
 - avoid the risk;
 - take the risk; or
 - minimise the risk;
- remove the source of the risk;
- change the consequence of the risk;
 - assess the cost and benefits of dealing with the risk; and
 - deal with the risk;

Planning

Planning is beneficial to sporting clubs in many ways. The main aim of planning is to maintain a positive relationship between the club and its environment.

Without adequate planning, the club frequently deals only with immediate problems and fails to consider future needs. Consequently the club:

- tends to function on a random ad hoc basis;
- will never seem to have time to anticipate tomorrow's problems; or
- does not create conditions to deal effectively with the future.

Therefore, to overcome these limitations, a plan is necessary. Mandurah Volleyball Association has a club plan that has been developed for this purpose.

Workforce

The committee (and volunteers) of the Mandurah Volleyball Association are essentially the workforce for its members. It is important to understand each role, and knowledge and skills required to fulfil each to ensure good governance.

Each role has a defined 'job description' including for a general committee member to clearly set out the functions and responsibilities as well as key knowledge and skill requirements.



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It is essential that each MVA committee member and its volunteers are given clear direction and support in their roles as well as providing training and instruction to ensure they can perform their duties efficiently and to the necessary requirements of the Association.

Workforce planning is therefore about ensuring MVA has—

- the right people
- in their right roles
- for the right time
- with the right skills, and
- at the right cost.

To assist with finding the right people, MVA has a volunteer management plan as well as guides to recruiting and recognising our volunteers.