

What to Include in a Member Handbook

The following suggests potential inclusions into a Member Handbook. The idea of an introductory handbook has been used very successfully by a number of clubs. It ensures that all members have access to information from the outset of the season.

What to Include:

- **Front Cover** Club logo, address, contact details and sponsor logos
- **Club Welcome page** providing details about the club: Vision and Mission statements, Club values and philosophies, introduction to the Committee and what they do, volunteering expectations, the club website details and any other pages e.g. face book that the club manages
- **Club Song or Mottos**
- **List of Life Members** – photographs and short note about the contribution
- **Club Contacts** defining what people's roles are
- **Game and Training Details** – fixtures, venues, attendance requirements
- **Codes of Conduct** - include any codes that you have developed for players, officials, volunteers, spectators etc
- **Key Policies** that are required to be adhered to by everyone e.g. anti harassment, bullying / cyber bullying, smoking, alcohol laws
- **Medical Forms** – In addition to your registration form you may wish to include a form that people who have a medical condition can choose to fill out to inform relevant club members
- **Ambulance Statement** – encouraging members to have a current Ambulance Subscription and a statement that indicates that an ambulance will be called where it is deemed necessary and that the costs are the responsibility of the ambulance user or their family
- **Consent to be Photographed** – this could be placed on your registration form also. The statement needs to include how photographs would be used and where e.g. to promote the club and its activities, will be provided to the media, on the website etc. The participant or parent (for U'18) needs to sign consent
- **Sponsorship Details** – details of current sponsors and registration form for potential sponsors
- **Merchandise Catalogue** – list of all club items for sale and their price
- **Club Pamphlet** – to hand on to anyone else who shows an interest