

## Club Support Toolkit – Available Resources

PEOPLE	
COMMITTEE	Committee role descriptor information
	Committee role descriptor templates
	Committee structure advice
VOLUNTEERS	Continuous personal development template
	Volunteer agreement template
	Volunteer recruitment and retention advice
COACHES	Annual plan template
	Coaching structure advice

ACTIVITY	
GOVERNANCE	Club affiliation and minimum operating standards for clubs
	Constitution template ( <b>sportscotland</b> )
	Creating a policy template
	Equality Act – a guide for clubs
	GDPR inventory for collecting and storing data and GDPR data map
	GDPR policy template
	GDPR privacy statement template
	Legal status information
	Safeguarding information
	Scottish Rowing safeguarding and protecting children policy
	Standards for child wellbeing and protection in sport
	Standards for child wellbeing and protection in sport information
CLUB OPERATIONS	Club culture considerations
	Event organisers manual (British Rowing)
	How to create a welcome pack
	Inclusive club guide (British Rowing)
	Membership form template
	Rower development guide (British Rowing)
	RowSafe (British Rowing)
FINANCIAL MANAGEMENT	Bid writing and applying for funding guide
	Non-membership income ideas
	<b>sportscotland</b> list of funders
	Successful bid examples (8 different bids ranging from £10k to £436k)
	Sponsorship document example (Tyne RC)
	Gift-Aid toolkit (Winning Scotland Foundation)
PLANNING & SUSTAINABILITY	Annual membership questionnaire
	Business plan guide
	Club capacity calculator
	Club development plan example (Welsh Rugby)
	Club development plan template
	Club membership considerations
	Leaky bucket exercise
	Member exit questionnaire
	Membership experience statement
	Membership renewals
Membership value information	

	New member survey
	SMART principles
	SWOT analysis
	Value and vision
	VMOST analysis information
	VMOST analysis template
	Working with schools information

PLACE	
FACILITIES & EQUIPMENT	Building risk assessment template
	Equipment inventory
	Format of a new facility bid
	Guide to project development ( <b>sportscotland</b> )
	Risk assessment template
MARKETING & COMMUNICATIONS	Communications survey template
	Creating your own brand advice
	Reviewing your website and social media
	Running an open day advice