

SOUTH-AFRICAN SPORT ANGLERS AND CASTING CONFEDERATION



DEVELOPMENT PROGRAM

COURSE:

ANGLING ADMINISTRATORS COURSE

MANUAL FOR CLUB, PROVINCIAL AND NATIONAL ADMINISTRATORS

Contents

INTRODUCTION	4
BIOGRAPHY	5
1. ANGLING SPORT ORGANIZATIONAL STRUCTURE	6
2. HOW TO FORM A CLUB.....	6
3. AFFILIATION OF THE CLUB TO THE PROVINCE WITHIN THE GEO POLITICAL BOUNDARY	10
4. MEETINGS	10
5. DUTIES OF COMMITTEE MEMBERS/OFFICE BEARERS	18
6. LEADERSHIP.....	19
7. CORRESPONDENCE/COMMUNICATIONS.....	22
8. SPONSORS	28
9. FINANCIAL MANAGEMENT	29
10. ELECTRONIC PAYMENTS.....	30
11. FINANCIAL RECORDS/REPORTS.....	30
12. GENERAL HINTS.....	31
13. AUDITORS.....	31
14. ACCOUNTING RECORDS	31
15. CONTROLLING AND ORGANISING COMPETITIONS/ CHAMPIONSHIPS.....	37
16. STAKEHOLDER MANAGEMENT	40
17. DISPUTE RESOLUTION AND DISCIPLINARY PROCEDURE POLICY	40
18. CONFLICT OF INTEREST POLICY.....	40
19. CRIMINAL BACKGROUND CHECK FOR TREASURER & STAFF RESPONSIBLE FOR MONEY	41
20. CRIMINAL BACKGROUND CHECK FOR ANYONE WORKING WITH YOUTH	41
21. ANGLERS REPRESENTATIVE.....	41
22. LEGISLATION, POLICIES AND GOVERNANCE	42
23. VALUES, FAIR PLAY AND SPORT CULTURE	42
24. INCLUSION AND EQUALITY	42
25. GOVERNMENT AND SPORT	42
26. ENVIRONMENTAL SUSTAINABILITY.....	42
27. MANAGEMENT SKILLS:.....	42
27.1. COMMUNICATION	42

27.2.	LEADERSHIP	42
27.3.	SOLVING PROBLEMS	42
27.4.	MAKING DECISIONS	42
27.5.	MANAGING TIME	42
27.6.	MANAGING MEETINGS	42
27.7.	MANAGING CONFLICT.....	42
28.	MANAGEMENT of activities:	43
28.1.	PROJECT MANAGEMENT.....	43
28.2.	PROMOTION AND SPONSORSHIP	43
28.3.	RISK MANAGEMENT.....	43
28.4.	PLANNING A SPORT TRIP.....	43
28.5.	ORGANISING AN EVENT	43
27.6.	SPORT STRATEGIC MANAGEMENT.....	43
29.	DEVELOPING ELITE ATHLETES:	43
29.1.	ANTI-DOPING	43
29.2.	DEVELOPING TECHNICAL LEADERSHIP	43
29.3.	DEVELOPING ATHLETES.....	43
29.4.	TALENT IDENTIFICATION	43
30.	THE OPERATING ENVIRONMENT OF SPORT ORGANISATIONS	43
30.1.	WORKING IN PARTNERSHIP	43
30.2.	GOVERNANCE OF SPORT ORGANISATIONS	43
30.3.	KEY ROLES IN SPORT ORGANISATIONS	43
30.4.	CONSTITUTION OF AN ORGANISATION	43
30.5.	HEALTH AND SAFETY PROTECTION.....	43
31.	CONCLUSION	43
32.	ANNEXURES.....	44
33.	REFERENCE TEMPLATES	44