



ClubServe
Introduction & Benefits
for your Club



Introduction

**Mike
Lynch**



Who We Are

GBSport

Based in Telford
Qualified accountants
Legal experts
Software engineers



What We Do

GBSport

Training Courses
Online Training & Webinars
Consultancy
Bespoke software for sport
Support & Advice Service



What did clubs
tell us they
wanted in terms
of education and
support?

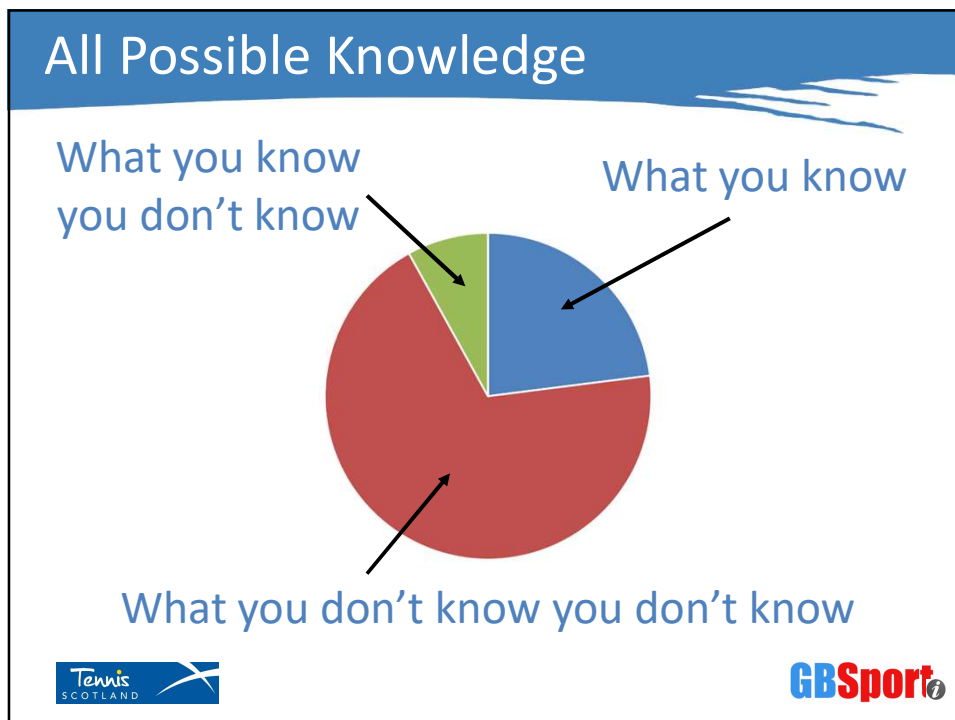


ClubServe

Wishlist

Access to relevant knowledge at
a time and place to suit
volunteers





ClubServe

Wishlist

Ability to easily SHARE
knowledge and information
with all committee members

Tennis SCOTLAND

GBSport

ClubServe

Wishlist

Ability to confidentially check
whether the club is adhering to
best practice



ClubServe

Wishlist

Ability to confidentially check
whether the club is meeting all
of its legal obligations



ClubServe

Wishlist

Access EXPERT advice and
support specific to the needs of
the club



ClubServe

Wishlist

Access relevant templates and
resources, with the ability to get
said templates reviewed





ClubServe

What is ClubServe?

Cloud software

Use on computer/tablet/phone

Secure & confidential (HTTPS)

FREE to affiliated clubs

Telephone and email support



ClubServe

Evolution

System developed with clubs

Sold to NGBs

Partnership with Tennis Scotland

First release in Jan 2018

to all affiliated clubs



ClubServe

Using the Software

Club ID and password
Ten licences per club
User registration process
Online support
Telephone and email helpline

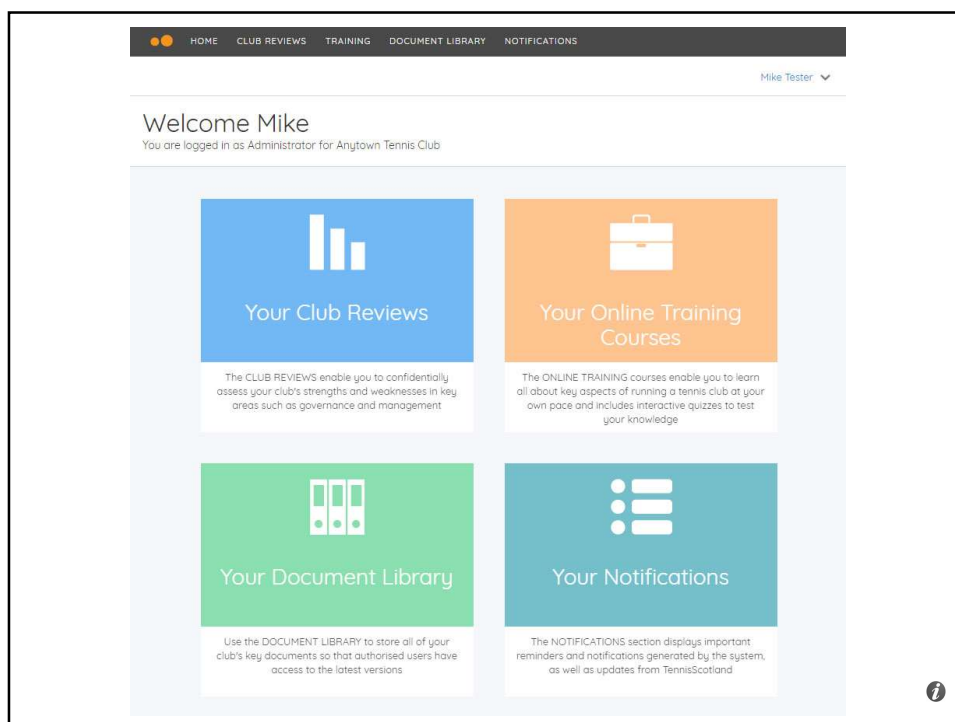
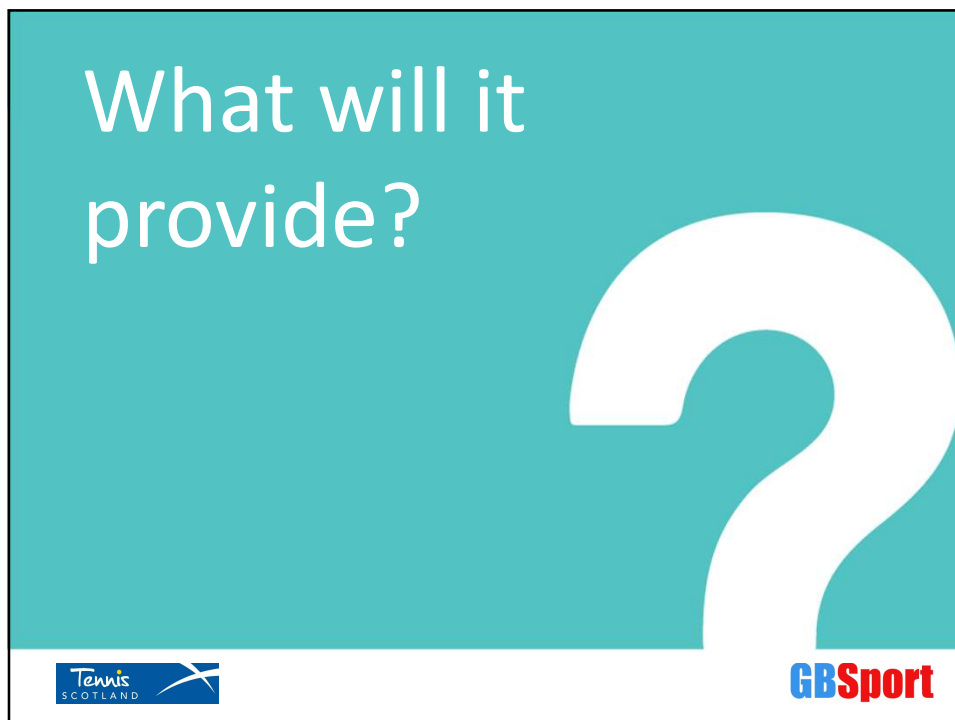


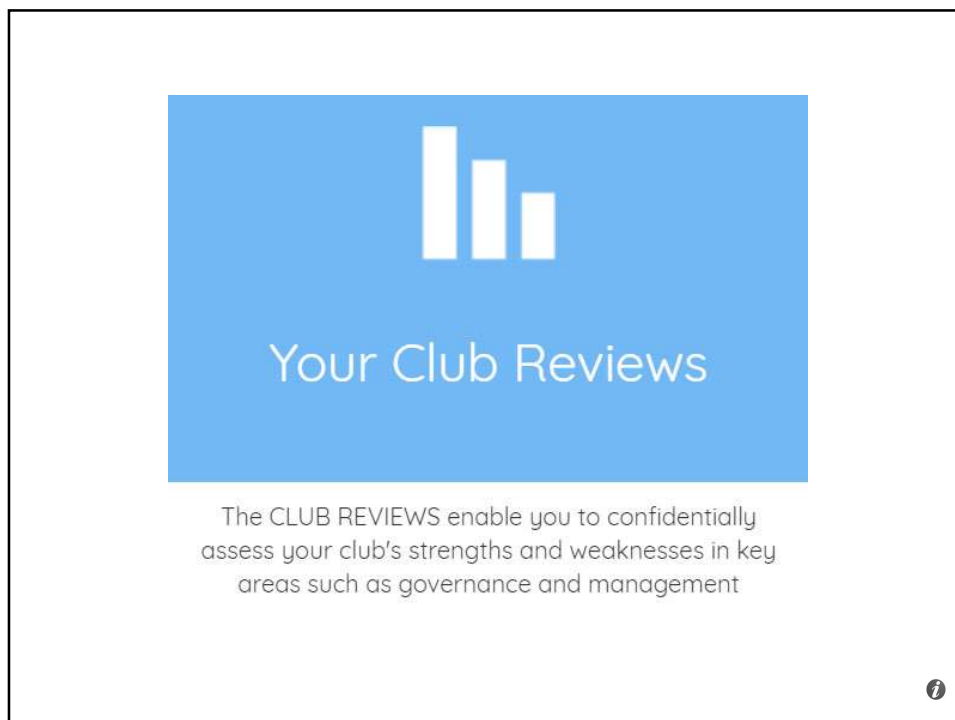
ClubServe

Aims

Inform and educate at a time
and place to suit volunteers
Provide Templates / Guidance
Provide **CONFIDENTIAL** reviews
with relevant guidance and
SUPPORT



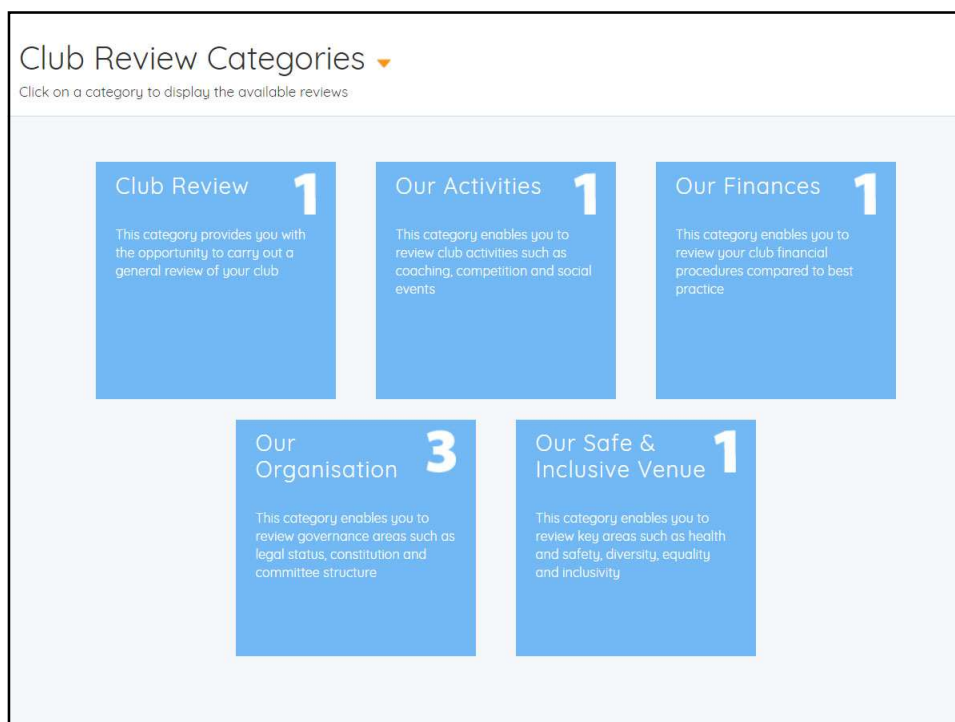




The slide features a blue rectangular graphic at the top with a white bar chart icon consisting of three vertical bars of decreasing height. Below the graphic, the text 'Your Club Reviews' is centered in a white, sans-serif font. Underneath this, a paragraph explains that CLUB REVIEWS allow for confidential assessment of club strengths and weaknesses in areas like governance and management. A small circular icon with an 'i' is located in the bottom right corner of the slide.

Your Club Reviews

The CLUB REVIEWS enable you to confidentially assess your club's strengths and weaknesses in key areas such as governance and management



The slide is titled 'Club Review Categories' with a downward-pointing triangle icon. Below the title is a subtitle: 'Click on a category to display the available reviews'. The main content consists of five blue rectangular cards arranged in two rows. Each card has a title, a large number, and a brief description of the category.

Club Review Categories ▾

Click on a category to display the available reviews

- Club Review 1**
This category provides you with the opportunity to carry out a general review of your club
- Our Activities 1**
This category enables you to review club activities such as coaching, competition and social events
- Our Finances 1**
This category enables you to review your club financial procedures compared to best practice
- Our Organisation 3**
This category enables you to review governance areas such as legal status, constitution and committee structure
- Our Safe & Inclusive Venue 1**
This category enables you to review key areas such as health and safety, diversity, equality and inclusivity


Club Review - Legal and Tax Status

You have answered 0 questions out of 5



Your Options ▾

Displaying Questions ▾ ALL questions ▾

- What is the legal status of your organisation?
- Is the management committee aware of the other options available and the advantages and disadvantages of each?
- How often does the management committee review the organisation's legal status?
- Does your organisation's governing document contain a HMRC compliant 'not for profit' clause?
- Is your organisation registered as a Community Amateur Sports Club (CASC) or registered as a charity?



What is the legal status of your organisation?



Club Review - Legal and Tax Status

You have answered 0 questions out of 5

Your Options ▾

What is the legal status of your organisation?

It is essential that the management committee know what the organisation's legal status is to ensure that it is appropriate for the range of activities and responsibilities undertaken by the organisation


[Click here to find out what legal status is and the options available](#)

ANSWERS YOUR COMMENTS

DON'T KNOW - we do not know what the legal status of the organisation is

We know what the legal status is

< Previous Back to Questions Next >




Club Review - Committee Structure

You have answered 17 questions out of 17

Your Options ▾

Displaying Questions ALL questions ▾

<p>Is the organisation governed and managed by committee?</p> <p>YOUR ANSWER YES - the organisation is governed/managed by committee</p>	<p>Does the organisation's constitution include clauses to confirm that the organis...</p> <p>YOUR ANSWER YES - the organisation has the required clauses in its constitution</p>	<p>Are all members of the governing/management committee elected at the organisatio...</p> <p>YOUR ANSWER YES - all members of the governing/management committee are elected at the organisation's annual general meeting</p>	<p>Does the governing/management committee include the role of chairperson?</p> <p>YOUR ANSWER YES - the governing/management committee does include the role of chairperson</p>
<p>Does the governing/management committee include the role of secretary?</p> <p>YOUR ANSWER YES - the governing/management committee does include the role of secretary</p>	<p>Does the governing/management committee include the role of treasurer?</p> <p>YOUR ANSWER YES - the governing/management committee does include the role of treasurer</p>	<p>Are there between five and eight members of the governing/management committee?</p> <p>YOUR ANSWER NO - there are more than 8 members on our management committee</p>	<p>Are written minutes produced for every governing/management committee meeting and are formally approved at a subsequent meeting</p> <p>YOUR ANSWER YES - written minutes are produced for every governing/management committee meeting and are formally approved at a subsequent meeting</p>




Are written minutes produced for every governing/management committee meeting an...




YOUR ANSWER

YES - written minutes are produced for every governing/management committee meeting and are formally approved at a subsequent meeting




Are there between five and eight members of the governing/management committee?



YOUR ANSWER



NO - there are more than 8 members on our management committee



Are management accounts produced in advance of each governing/management committ...

YOUR ANSWER

NO - management accounts are not produced in advance of each governing/management committee meeting



Club Review - Committee Structure

You have answered 17 questions out of 17

Your Options ▾




Displaying Recommendations ▾ ALL priorities ▾


HIGH PRIORITY

The committee will not be in an informed position to make decisions relating to the finances of the organisation without up to date management accounts - the organisation should take steps to ensure said accounts are produced and distributed to committee members in advance of each committee meeting

MEDIUM PRIORITY



The organisation should ensure that meetings are well managed to ensure that all members have the opportunity to voice their opinion without this causing issues with effective management






HIGH PRIORITY

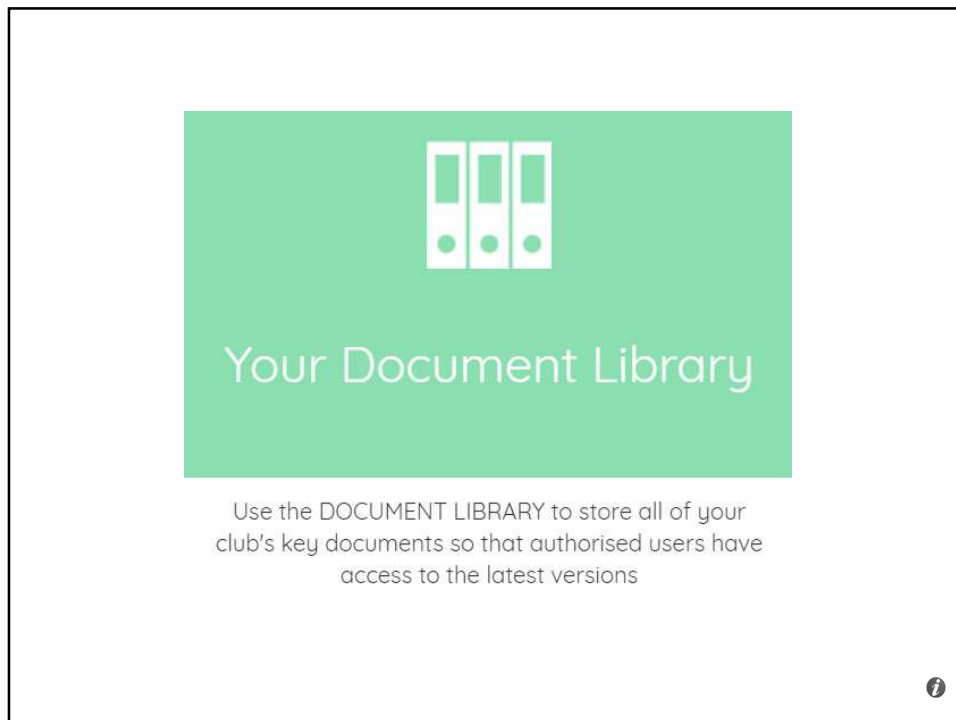
The committee will not be in an informed position to make decisions relating to the finances of the organisation without up to date management accounts - the organisation should take steps to ensure said accounts are produced and distributed to committee members in advance of each committee meeting



Your Online Training Courses

The ONLINE TRAINING courses enable you to learn all about key aspects of running a tennis club at your own pace and includes interactive quizzes to test your knowledge



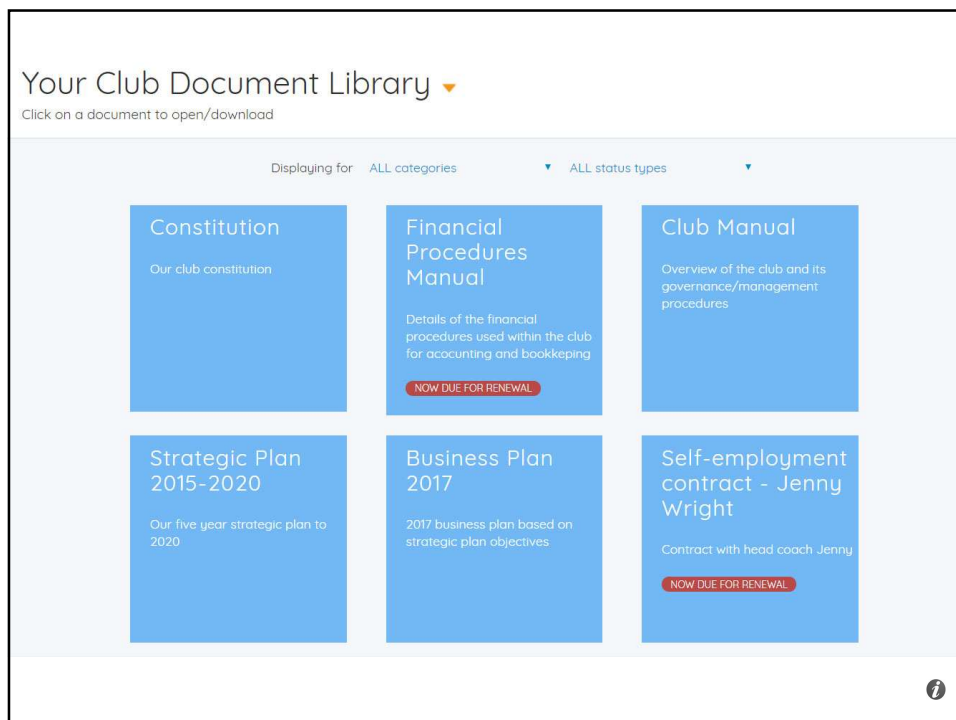


Your Document Library

Use the DOCUMENT LIBRARY to store all of your club's key documents so that authorised users have access to the latest versions

i

This slide features a green rectangular graphic at the top with three white binder icons. Below the graphic, the title 'Your Document Library' is centered in a large, white, sans-serif font. Underneath the title, a paragraph of text explains the purpose of the document library. A small information icon is located in the bottom right corner of the slide.



Your Club Document Library ▼

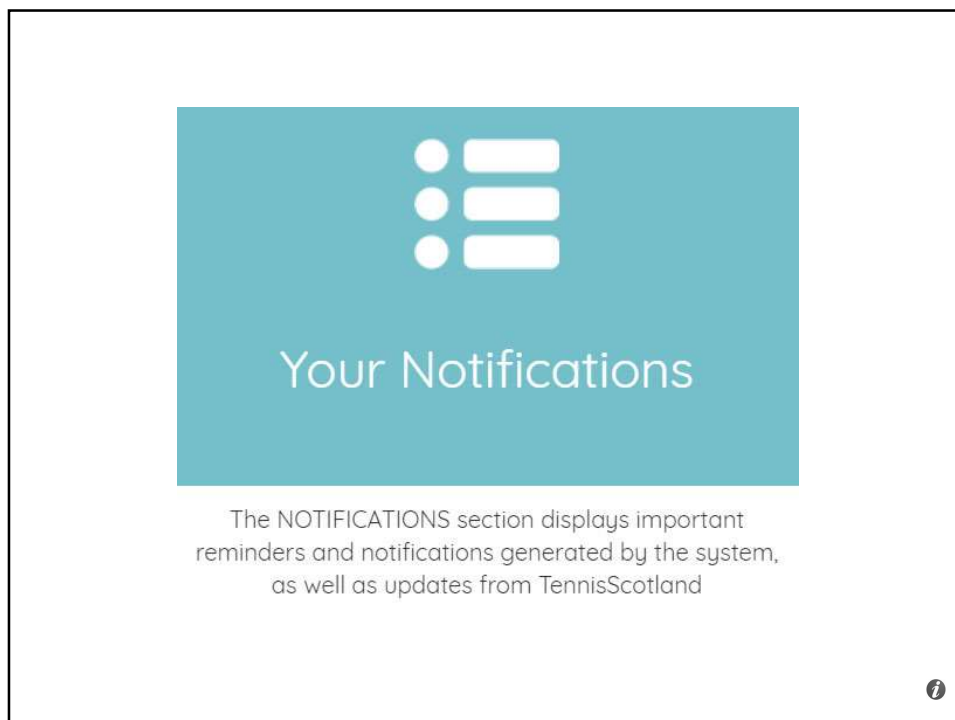
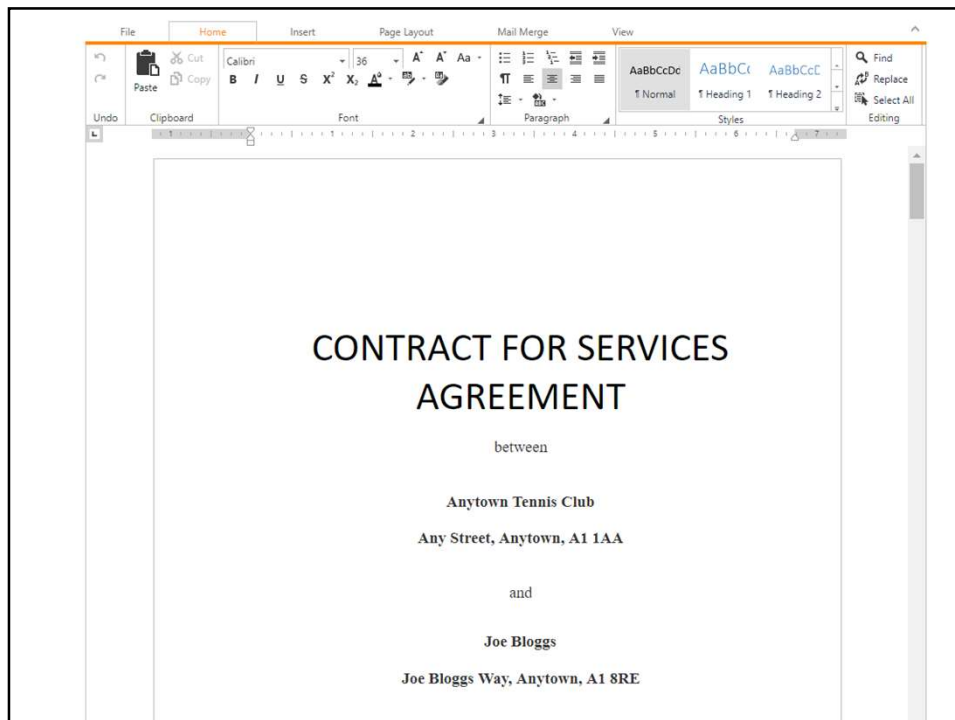
Click on a document to open/download

Displaying for ALL categories ▼ ALL status types ▼

- Constitution**
Our club constitution
- Financial Procedures Manual**
Details of the financial procedures used within the club for accounting and bookkeeping
NOW DUE FOR RENEWAL
- Club Manual**
Overview of the club and its governance/management procedures
- Strategic Plan 2015-2020**
Our five year strategic plan to 2020
- Business Plan 2017**
2017 business plan based on strategic plan objectives
- Self-employment contract - Jenny Wright**
Contract with head coach Jenny
NOW DUE FOR RENEWAL

i

This screenshot shows a user interface for a document library. At the top, the title 'Your Club Document Library' is followed by a dropdown arrow and a subtitle 'Click on a document to open/download'. Below this, there are two filter options: 'Displaying for ALL categories' and 'ALL status types', both with dropdown arrows. The main content area consists of six blue rectangular cards arranged in a 2x3 grid. Each card contains a document title, a brief description, and a red 'NOW DUE FOR RENEWAL' badge. The documents listed are: Constitution, Financial Procedures Manual, Club Manual, Strategic Plan 2015-2020, Business Plan 2017, and Self-employment contract - Jenny Wright. A small information icon is in the bottom right corner.



Relevance
& benefits
to your
club?



ClubServe

Benefits?

Provide SOLUTIONS
Minimise PAPERWORK
SIMPLIFY obligations
Improve REPORTING
EDUCATE

ClubServe

TOP THREE most commonly
discussed topics we got asked on
our club helplines in 2017 and
how ClubServe could provide the
answers





How will ClubServe Help?

Club Review



Your Club Reviews

Assess the club's activities compared to best practice

The CLUB REVIEWS enable you to confidentially assess your club's strengths and weaknesses in key areas such as governance and management



How will ClubServe Help?

Online Courses



Training Courses


Find out more about what we need to have in place

Learn at your own pace club governance and management courses



How will ClubServe Help?



Document Library



Your Document Library

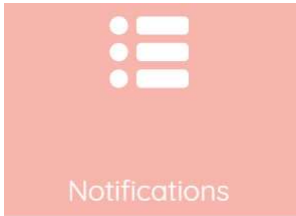
Use the DOCUMENT LIBRARY to store all of your club's key documents so that authorised users have access to the latest versions

Upload key documents against checklist



Self-Assessment



Notifications



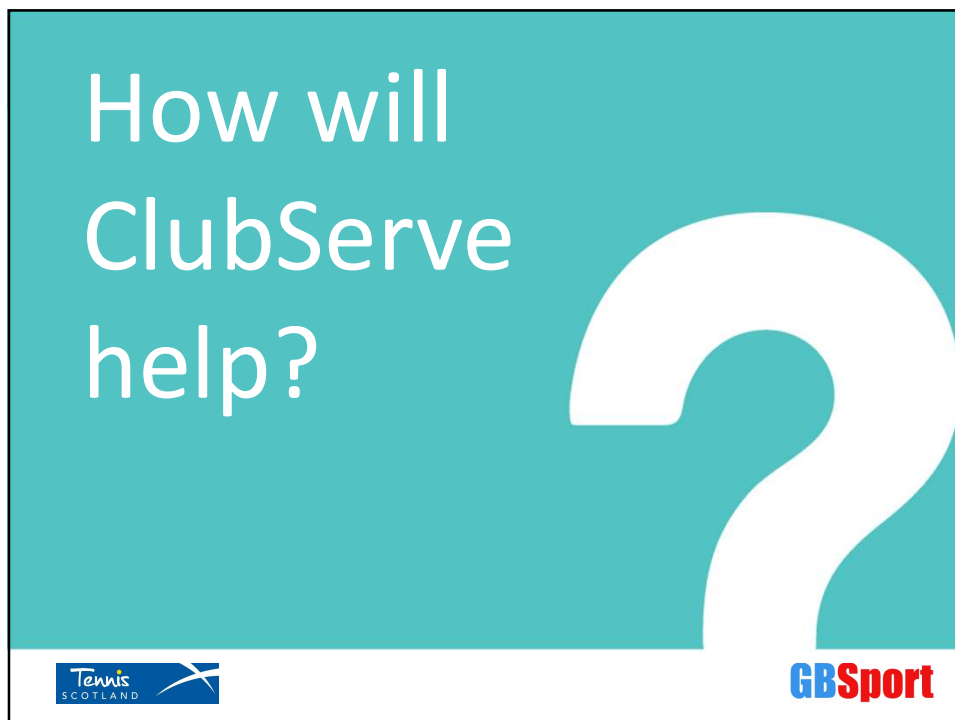
Notifications

Messages and announcements for you and the club


Prompt for when club should review procedures







How will ClubServe help?



How will ClubServe Help?

Club Review



Your Club Reviews

Assess the club's
current activities

The CLUB REVIEWS enable you to confidentially assess your club's strengths and weaknesses in key areas such as governance and management



How will ClubServe Help?

Online Course



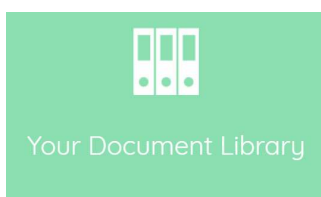
Learn at your own pace club governance
and management courses

Find out what legal
status options are
available & the
advantages and
disadvantages of each



How will ClubServe Help?

Document Library



Use the DOCUMENT LIBRARY to store all of your
club's key documents so that authorised users have
access to the latest versions

Upload review
documents,
constitution, etc.



How will ClubServe Help?

Notifications



Prompt for club to review legal status

Notifications

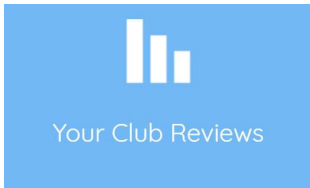
Messages and announcements for you and the club





How will ClubServe Help?



Club Review



Your Club Reviews

The CLUB REVIEWS enable you to confidentially assess your club's strengths and weaknesses in key areas such as governance and management

Assess the club relationship with the coach



How will ClubServe Help?

Online Course



Training Courses

Learn at your own pace club governance and management courses

The options available & the advantages & disadvantages of each



How will ClubServe Help?

Contract Generator



Club Documents

Produce a contract
that matches the
working relationship

All of your club's documents in one secure
place.



How will ClubServe Help?

Document Library



Your Document Library

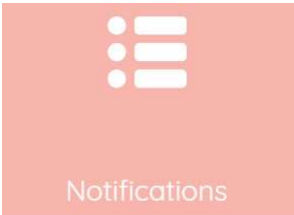
Store contract
online with access
for relevant club
personnel

Use the DOCUMENT LIBRARY to store all of your
club's key documents so that authorised users have
access to the latest versions



How will ClubServe Help?



Notifications



Notifications

Messages and announcements for you and the club

Prompt for club to review/renew contract and working practices



Benefits?



ClubServe

Benefits

MORE time to enjoy the SPORT

Confidence club is compliant

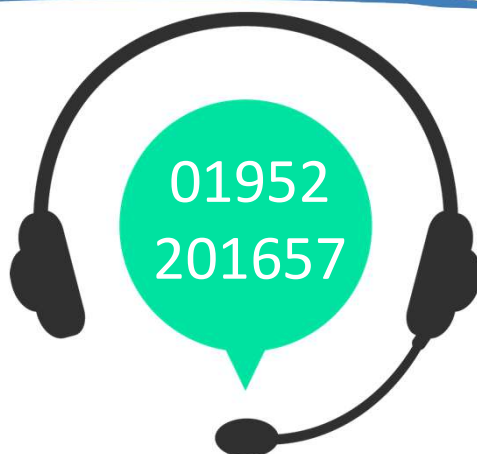
Greater efficiency

More members

More volunteers



Support Service



HELPLINE



Support Service

support
@gbsport.org.uk

HELPLINE

