

Policy Title: Reporting Policy
Date of Issue: January 2007
Policy Coverage: All Members, Staff & Volunteers
Date of Review: January 2007
Controlling Body: Directors

STATEMENT OF COMMITMENT

Jollettes Gymnastics is committed to completing detailed reports for the purpose of reviewing and identifying areas of the club requiring development, review or commendation.

POLICY APPLICATION/DEFINITION

The Report Procedure Chart stipulates the name of the report, the staff member who is to complete the report, content of the report and who, how and when to submit the report.

Staff members are required to complete reports in line with their job responsibility as stipulated in their job description. Reports are to include - Name of report, Staff submitting report, date submitting report, Who report is submitted to and how, Content of report stipulated in Report Procedure Chart.

Reports to be presented at meetings will be addressed and issues arising will be discussed and desired outcomes produced. Reports submitted by mail or email will be distributed to the corresponding department staff member who will process information received following the appropriate club procedures.

BREACH OF POLICY

- The first breach of this policy by an individual will incur a verbal warning.
- Subsequent breaches of this policy by an individual will incur written warnings.

Nelleck Jol - Director

Date

Renay Jol - Director

Date

Disclaimer

Please note that this information is not intended to constitute legal advice, and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material, and its relevance to your individual circumstances.

Name of the Report	Purpose of the Report	Personnel providing the Report	Content of the Report	To who, how and when Report is to be submitted
Annual	To assess the Annual Business Performance	Directors	<ul style="list-style-type: none"> • Strategic plan • Sponsorship / grants 	Submitted at AGM to Directors
Risk management Report	To identify Risk management and Health and Safety Issues	Health and safety officer	<ul style="list-style-type: none"> • Injury statistics • Equipment review • Venue review • Incident statistics • Training programs 	To Director Present at meeting February and July
Financial Reports	Financial Viability of the Club	Accountant Financial Manager	<ul style="list-style-type: none"> • financial status • review on program viability • training programs 	To Directors Delivered by mail October
Promotion/Marketing Report	To review all aspects of marketing relating to Club activities	Marketing Manager Events Co-ordinator	<ul style="list-style-type: none"> • quality & control of advertising • centre display board presentation • media promotions and responses • special events • merchandise stock on hand 	To Directors Present at Meeting February and July
Systems Report	Continue to assess Systems and procedures with in the Club	Systems and Documentation Manager	<ul style="list-style-type: none"> • Policies • Procedures • Forms • Documentation 	To Directors Present at Meeting February and July
Administration Report	Continue to assess Administration procedures with in the Club	Administrations Manager	<ul style="list-style-type: none"> • Membership • Correspondence in and out • volunteer performance 	To Directors Present at Meeting February and July
Operations Report	Assess Recreational, Club Level and Cheerleading programs, students and staff performances	Operations Manager	<ul style="list-style-type: none"> • program overview • staff training and performance review 	To Director Present at meeting February and July
Co-coordinators report	Development of specific Gymsports	All Co-ordinators	<ul style="list-style-type: none"> • program review • events 	To Operations manager Posted or emailed Quarterly (end of each term)
Session Report	Progress of every session conducted	Recreational Head Coaches	<ul style="list-style-type: none"> • staff performance • risk management training • administration review • injury review • equipment/venue review 	To Recreational Co-ordinator Post or email Weekly

Name of the Report	Purpose of the Report	Personnel providing the Report	Content of the Report	To who, how and when Report is to be submitted
Weekly Takings Report	Financial takings for the session conducted	Head Coaches	<ul style="list-style-type: none"> • student attendance • financial outcome • merchandise 	To Administration / Finance Manger Post Weekly
Program Feasibility Report	To assess the financial viability of each centre.	Financial manager	<ul style="list-style-type: none"> • membership Fees • class fees • expense associated with running each program • financial viability of coach / participant ratio 	To Directors Through Head Office Quarterly
Merchandise Orders	Copy of Merchandise ordered each session	Head Coaches	<ul style="list-style-type: none"> • orders 	To Marketing Manager Post, email or text for orders Weekly
Member Satisfaction Report	To assess issues arising from feed back from members	Marketing Manager	<ul style="list-style-type: none"> • fees • facility and equipment • staff • expectations 	To Directors Present at Meeting February and July