

# Club Governing Policy

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## Abbreviations

CGP:	Cub Governing Policy
ADMA:	Association of Draughts in Malawi
NEC:	National Executive Committee
REC:	Regional Executive Committee

## 1. Introduction

- 1.1. Cub Governing Policy, CGP is an ADMA Document that will be used from time to time to give guidelines on the club formation procedures. The CGP provides a frame work of club activities as expected by the Association of Draughts in Malawi.
- 1.2. This document is not an ADMA constitution and cannot be used as such but rather works in tandem with the constitution of the organisation (ADMA) in helping to run the affairs of all draughts clubs in Malawi.

## 2. Definition of a Club

- 2.1. A club is an association of two or more people united by a common interest or goal. In this case the common interest is the draughts sport.

## 3. Objective of Forming Clubs

- 3.1. ADMA feels through clubs, players can be active throughout the year thus making our national team strong
- 3.2. Monitoring player performance will be easy through their respective clubs
- 3.3. Regular practice will assist in the following
  - 3.3.1. Memory and visualization skills
  - 3.3.2. Concentration and planning ahead

To be revised in the next AGM

- 3.3.3. Critical thinking and decision making
  - 3.3.4. Logical reasoning and problem solving
  - 3.3.5. Pattern recognition
  - 3.3.6. Imagination and creativity
  - 3.3.7. Patience, discipline, and determination
  - 3.3.8. Confidence and self esteem
  - 3.3.9. Sportsmanship, winning and losing with poise and grace
  - 3.3.10. Communication skills
  - 3.3.11. Learning from mistakes
- 3.4. Plus, Draughts is fun for all ages! Draughts also enables people to meet and make new friends. Perhaps most important to the children is that Draughts is an enjoyable and challenging game.

#### **4. General Rules and regulations**

- 4.1. All clubs will be under their regional committees however all clubs will be registered by ADMA through their regional committees
- 4.2. A club that is not registered or that which has not renewed its registration with ADMA will not be recognised by ADMA and may not be included in any tournaments or else will have to pay in order to play in a particular tournament. Such payment will not be regarded as registration fees.
- 4.3. A club will be registered only after satisfying minimum requirements as outlined in 5
- 4.4. A club may be deregistered if it is in breach of any items as indicated in CGP
- 4.5. A person can never belong to more than one club
- 4.6. Moving from club to club will not be allowed unless the movement is done during transfer window
- 4.7. No two clubs can have the same name
- 4.8. When two clubs have agreed to a match they are obliged to inform the Regional Secretary who in turn will inform the General Secretary, such communication is important for monitoring purposes and other logistics
- 4.9. During tournaments a team will comprise 5 players from each club

## **5. Club Formation Requirements**

- 5.1. By definition as indicated in 2.1 it starts with 2 persons however for recognition by ADMA a club has to have a minimum of 5 people and for management purposes it is recommended that a club should have a maximum of 10 people unless otherwise communicated to the NEC secretariat in writing for the reasons to having more than 10 members in a particular club.
- 5.2. A club must have or demonstrate a strategic place for training and general meetings
- 5.3. A club must have a training time table and a calendar of events
- 5.4. A club must have the following training materials
  - 5.4.1. a minimum of 5 standard boards and 120 plastic pieces
  - 5.4.2. chairs and tables or Benches to accommodate boards
- 5.5. The owner will be required to apply for registration by filling in a Club registration form provided by ADMA through regional secretary who will be in custody of these form
  - 5.5.1. Such application form will be in triplicates, original copy to be sent to ADMA GS, second copy to Regional Secretary and third copy to Club Secretary
  - 5.5.2. ADMA will issue certificate of registration upon seeing that all requirements are fulfilled and that such a certificate will be subject to renewal yearly

## **6. Club Ownership**

- 6.1. A club can be owned by an individual or by members of the club or by an organisation so long as the owner shows capacity to sustain the club activities
- 6.2. The owner is at liberty to support the club for its promotion and growth
- 6.3. The owner can only disown a club after writing NEC Secretariat through REC outlining reasons for disownment and shall be in notice of two months

## **7. Termination of Membership**

- 7.1. A member may terminate membership upon a 30 day written notice to the Club Secretary and return of all membership materials.
- 7.2. The Club reserves the right at any time to suspend or terminate the membership status of any member for failure to comply with Club rules and regulations, nonpayment of dues or fees, failure to attend trainings or any conduct deemed improper or detrimental to the Club or its members. In the event of suspension, the members are still

responsible for all dues and any additional charges to their account until their full termination.

## **8. Club Leadership**

- 8.1. A club has to have leaders that will run the affairs of the club and will from time to time work with REC
- 8.2. A club should have a chairperson, secretary, and treasurer and the owner is at liberty to add other positions e.g. Club Coordinator
- 8.3. A club can have its own rules whose copy must be shared with NEC and REC

## **9. Club Finances**

- 9.1. The club should work on ways of having its own funds to run activities of the club
- 9.2. The Treasurer will be required to account for the funds
- 9.3. The club may decide on their own membership fees for its members

## **10. Conduct**

- 10.1. Members shall conduct themselves and their activities on Club property so as to assist management in maintaining appearance, usefulness and efficiency in club operations.
- 10.2. Members should conduct themselves in a manner conducive to a private club environment.
- 10.3. Examples of unacceptable behavior include: using profanity, berating leaders or other members, fighting, abscondment from training and competitions etc.
- 10.4. Non-compliance of any Club rule could result in suspension or termination of membership privileges.
- 10.5. A suspended member from one club is not allowed to join any club that which is a member of ADMA
- 10.6.