

## **BGA CLUB MANAGEMENT GUIDES**

### **About Club (Secondary) Rules**

## About Club Rules

### What are they?

Some clubs have a set of rules which all club members need to adhere to. These often relate to operational and practical matters and help the club to run smoothly and to create an enjoyable environment for people to take part in gliding activities.

These rules usually lie somewhere between the club's governing document and the club's suite of policy & procedure documents, which is why not all clubs have them.

Such club rules are sometimes referred to as 'secondary' rules. Other names they may go by include: 'Regulations'; 'Standing Orders'; 'Operations Manual'.

### Principles

1. The club rules will probably refer to, but should not duplicate the detail of:
  - a. The governing document
  - b. Any club policy or procedure documents

The main reason for this is to prevent confusion by accidentally failing to update the club rules when alterations are made to the other club documents.

2. Write in a way that avoids creating exceptions – i.e. general principles rather than specific instances. Describing one instance in detail can immediately exclude other potential instances where the rule might apply.

If specifics are required, the conditions for their application should be qualified.

3. Ensure they are accessible by club members and there is a process for them to register that they have read and understood them, both as they join the club and as the rules change.
4. Review them on a regular basis to ensure that the rules are relevant and practical.
5. Include a summary sheet indicating changes to the rules.

### What to include

1. Anything not covered by the governing document or club policy & procedure documents.

This may include site specific rules such as using specific routes to the launchpoint in specific wind directions for safety.

2. Explanations and more user friendly guidance on how to be a good club member.