This document details the method of ensuring that there is transparency in the advertising, need and delivery of courses being run on the club premises. This also includes the provision of Fun Sessions.

The Club constitution states that no member of the club is to make financial gain from the club. Also the terms of the lease state that the club cannot be hired out or used by other organisations for financial gain.

The club has a duty of care to all users of the club and therefor needs to be aware of all uses of the club.

To meet these requirements all courses must be run by the club. The club may charge for courses and reimburse a coach or provider from inside or outside the club to deliver courses.

When Fun Sessions are being provided the payment should be made directly to the Club preferably by cheque. The calendar must be checked to ensure that fun sessions do not clash with other courses.

All payments for courses must be made to the club and not individuals, the club will be responsible for paying the providers invoice.

The system for identifying need and scheduling courses to meet the needs of members and coaches, must be followed.

This must be done in conjunction with the CDG.

Courses are to be scheduled primarily for the benefit of club members needs.

Any person requiring or suggesting a course, should in the first instance contact the committee or CDG. If the course is approved the CDG and or committee will coordinate the provider and course attendees.

All payments for courses are to be paid on line through the course booking system. All course outgoings are to be paid by the treasurer.

Any Club member not operating within this policy may have their membership withdrawn.