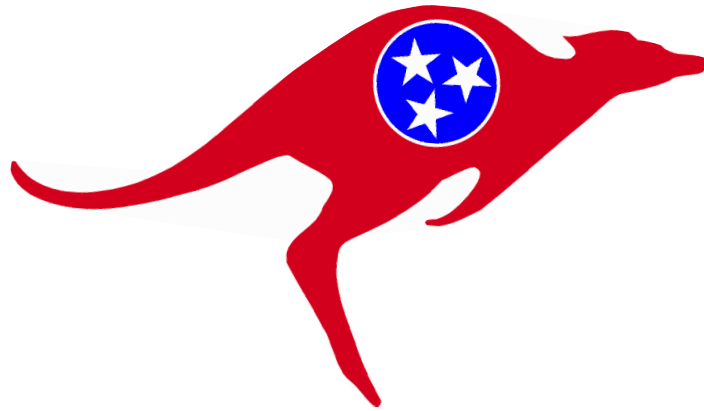
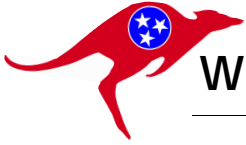


*Nashville*



*Kangaroos*

The  
Club  
Manual

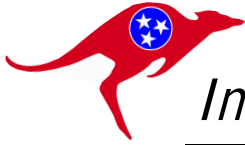


## What's in this manual ?

---

### **Table of Contents—Last Revision 10/15/2003**

<i>Introduction</i>	3
<i>What are the Nashville Kangaroos?</i>	4
<i>Who are the Club Members?</i>	5
<i>Who Oversees the Club?</i>	6
<i>What is the Club Structure?</i>	7
<i>Participatory Organizations</i>	8
<i>Participatory Organization Structure</i>	9
<i>The Club Calendar</i>	10
<i>Events Calendar</i>	11
<i>Administration Calendar</i>	12-14



## *Introduction*

---

### An Introduction to the Club Manual

*This manual is designed to be a guide to the structure and operations of the Nashville Kangaroos Inc. based on the desires of our club members and our club's mission statement..*

*Inside you will find a complete definition of who the Nashville Kangaroos are, how the club is structured and how our club operates annually.*

*After 7 years of operation the Nashville Kangaroos are a young but developed organization. This manual should be reviewed thoroughly before significant changes are made to the clubs structure and operations.*

*As with any organization the Club Manual will continue to be reviewed and changed as necessary to reflect accurately the structure and operations of the club.*

### *Document History*

*August 2002—This document was developed by Peter Beare & Shane Clohesy.*

*September 2002—This document was presented to the Board and adopted as the official Club Manual of the Nashville Kangaroos.*

*October 2003—This document was reviewed by Peter Beare on behalf of the Board of Directors and presented to the Board with updated information.*

*November 2003—This document was presented to the Members of the Nashville Kangaroos as our official Club Manual at the 2003 Annual General Meeting.*

*October 2004—This document was reviewed by Peter Beare on behalf of the Board of Directors and presented to the AGM & Board with updated information.*



## What are the Nashville Kangaroos?

---

### Club Mission Statement

The Nashville Kangaroos is an organization dedicated to fostering the national and international amateur sports competition of Australian Football. The Club was established as a 501. (c).3 not for profit corporation in 1997.

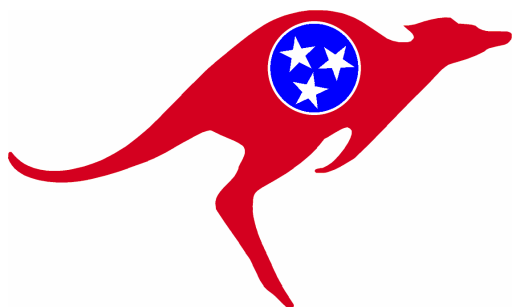
The club is solely owned by our members and it exists solely for their benefit and to further the declared mission statement of the club.

The Club achieves its mission by :

- Playing and Promoting Australian Football.
- Participate in and Promote Schools-College Programs.
- Host Cultural Events throughout the year.
- Participate in and Promote the Australian Festival Annually.

The club is overseen by a Board of Directors who are democratically elected by the members on an annual basis. The Directors appoint club officers (President, Secretary and Treasurer) to fulfill the legal obligations of the club as well as appointing Club level staff to oversee the running of the various participatory groups associated with the Nashville Kangaroos.

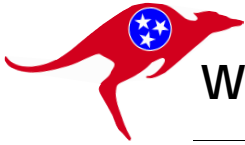
### Club Logo



The club logo, designed at the inception of the club, has become a symbol of identity for the club.

The logo features a red kangaroo, symbolizing Australia, emblazoned with the encircled three star emblem of the state of Tennessee, the home of the Nashville Kangaroos.

The Club Logo by its design reflects Australians & Americans working together to achieve our mission.



## Who are the Club Members?

---

### Who are the Members?

The members of the Nashville Kangaroos are the very heart and soul of the club and they come from every walk of life. They are the reason for the club's existence. The club exists to provide the members with a means to participate in and enjoy a club while fulfilling our Club's Mission Statement.

Members 3 duties:

- To pay their dues
- To elect their representatives
- To participate in and enjoy the club

Membership of the Nashville Kangaroos is open to anyone.

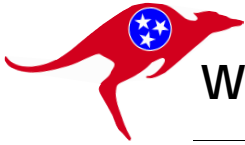
The Nashville Kangaroos offers 4 forms of membership as of October, 2004

1. Nashville Kangaroos Member—\$30.00 US Dollars
2. Nashville Kangaroos Student Members—\$15.00 US Dollars
3. Nashville Kangaroos International Member—\$15.00 US Dollars
4. Nashville Kangaroos Corporate Member-\$100.00 US Dollars

### Who looks after the Members' interests?

The club is overseen by the Board of Directors who are democratically elected by the members annually at the Annual General Meeting. The Board executes the directions of the club based on the members' desires and provides a check and balance accountability to the executive administration of the club.

The Directors appoint an executive committee which is charged with operating the Club. The Executive Committee is bound to operate the club in accordance the Club Mission Statement and Club Bi-Laws.



## Who Oversees the Club?

---

### How does the Club Operate ?

The club is overseen, in accordance with the by laws and mission statement, by the Directors who appoint the President, Secretary and Treasurer as part of the Executive Committee to execute the club's day to day operations.

The President presides over the Executive Committee and selects the appropriate people required to operate the Club including the Secretary and Treasurer.

The Directors are required to attend quarterly meetings which specifically verify that our club is operating in accordance to its mission statement. The President would generally prepare a quarterly report that would review finances, operations, and significant developments related to the club.

The Executive Committee Members are required to attend monthly meetings which specifically review club finances and operational matters based on areas of operation. All Participatory Clubs and Groups should be represented at the Executive Committee Level—and would report monthly about general progress. One of the Executive Committee's primary roles is to execute the Club Calendar, planning and organizing events and projects. General day to day business would be discussed at the Executive Committee level.

### How does Board and Executive Committee relate to each other and the Club Members?

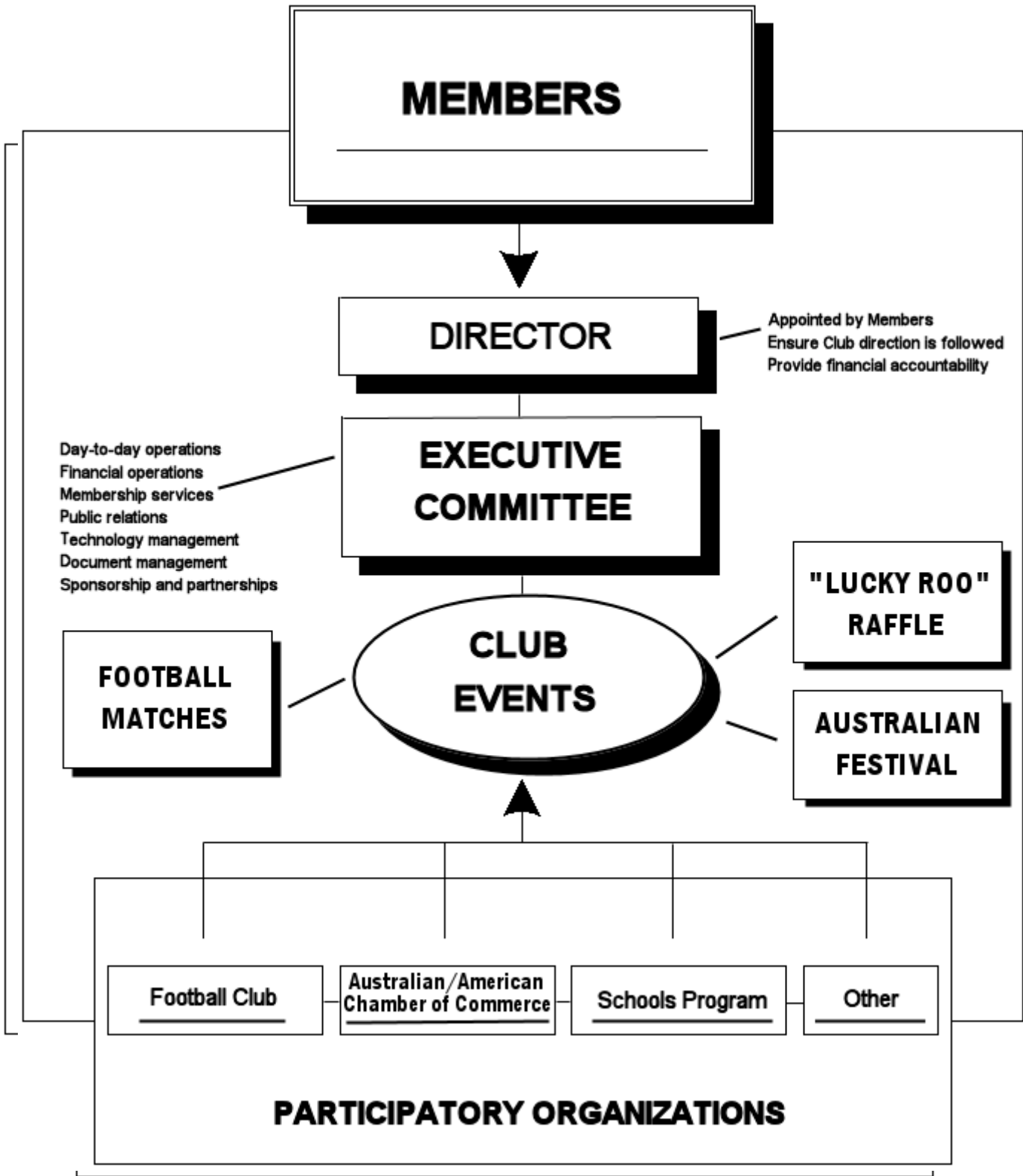
The diagram on the following page outlines the relationship between the Members, Directors, Executive Committee and the clubs and groups they establish.

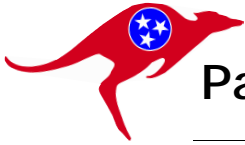
The Club operates in a team oriented democratic environment. All levels of club structure are accountable to the members with all levels operating with team work and focused towards executing our club's mission statement.

The Club currently recommends 5 Board Of Directors as a minimum board as of October 2003. This number may increase or decrease depending on club operations and interest but a minimum of 3 is required for the Club to operate.



# What is the Club Structure?





# Participatory Organization

---

## What is a Participatory Organization

A participatory organization is a group that participates in a certain discrete activity, as approved by the Members in relation to mission statement of the Club.

These organizations agree to abide by the Constitution and By Laws of the Nashville Kangaroos and all participants within their organization must be a member of the Nashville Kangaroos.

Participatory organizations follow the structural guidelines as outlined later in this document.

## Why have Participatory Organizations?

The Nashville Kangaroos have participatory organizations that allow our Club to offer a variety of activities and events that meet and promotes our club's mission statements. By having participatory organizations, the club provides an avenue for full development of an organizations area.

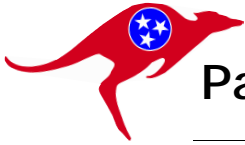
By providing our members with a variety of activities and events our club membership is attractive to members and sponsors. For our club to successfully execute our mission statement the club requires a large membership base with diversity of interests ranging from sporting to cultural.

## What is the Structure of a Participatory Organization?

As shown earlier, each participatory organization will benefit from the same constitutional structure as the overall club itself. This will provide each participatory organization with an established and strong base from which to grow. Each organization should have the following:

- A Chair Person or Organization President.
- An Organizational Committee (preferably 4 members).
- A recommended minimum of 20 members participating.





## Participatory Organization Structure

---

### How are Participatory Organizations Structured and how do they operate within the Nashville Kangaroos Club?

At the heart of each participatory organization is the Nashville Kangaroos itself. It's members, structure and strength.

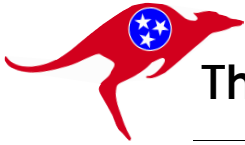
This heart supports the groups and individuals who provide the services and means for the members to benefit most from participating in activities. The members & participants encompass and define their organization and draw enjoyment from participating.

The Members under the directive of the Board Of Directors will approve the establishment of a participatory club. Annually the participatory organizations will provide recommendations on future officers that will be approved by the President with the support of the Executive Committee.

Participatory organizations will define their operational areas - i.e. the areas which must be executed properly for the club to achieve it's goals. These will include operational, administrative and club distinct goals and activities. It is through the proper and thorough execution of these tasks and areas that the plan for success is implemented and the goals and aims of the club achieved. This may include the organization maintaining a checking account that will be supervised directly by the Club Treasurer.

By each participatory organization achieving these discrete goals, members and the community derive the rewards of success and the Nashville Kangaroos as an organization continues to grow and develop.

*Success Through Participation—Participation Through Success*



## The Club Calendar

---

### What Happens and When?

Integral to the continued success of the club is the ability to plan ahead and the key to successful planning is to reproduce previous successful experiences.

In other words, by establishing a successful formula, the planning and organization processes can flow more smoothly.

Our club has a number of these formulas established already. They are applied in areas where the result is to be repeated month after month or year after year.

In applying these formatted processes, we can divide them into processes which must be repeated on a regular (say monthly) cycle and those which occur on a less regular (say yearly) basis.

Monthly tasks for the Kangaroos include producing and distributing publications, organizing and running events, preparing and presenting financial statements, holding meetings and processing memberships.

On an annual basis our club must set schedules, complete venue bookings, obtain or renew sponsorships, design and purchase merchandise, organize and participate in events such as Australian Football and the Australian Festival and operate our annual fundraisers.

Obviously there are events which like the A.G.M., occur annually but are subject to change and are not mandated by our constitution they fall under the general regular cycle category of events.

Whilst our monthly processes never stop, it is imperative that the annual processes are completed to allow for proper planning of the upcoming year.

The Events and Administration Calendars on the next page lay out in more detail yearly calendars which are used by the club to achieve its goals.

It is the direct use and setting of the Event and Administration Calendars that ultimately verify the future and potential success of the Nashville Kangaroos. Calendars should always be completed for the upcoming year at the completion of the Club's AGM. Generally by October 15 of that year.

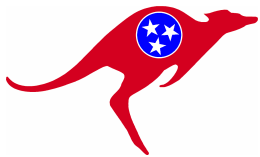


# The Events Calendar

## Why an Events Calendar?

As stated before, the members of the club are the reason for it's existence. They join us to enhance their lives. By producing a calendar which outlines the key active dates for the club—without all the behind the scenes business dates—we provide our members a means by which they can easily keep up with the many activities of our club.

The Events Calendar is set in October every year for the upcoming year which allows the club to adequately seek sponsorship and funds for the upcoming year as well as giving notice to members of important dates in the upcoming year.



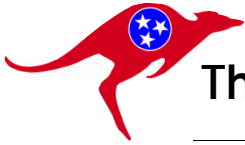
## NASHVILLE KANGAROOS

*2002 - THE YEAR OF THE ROO*

Phon 615 460 1401  
 Fax - 615 460 1401  
 Email info@nashvillekangaroos.com  
 P.O. Box 128156  
 Nashville TN 37212

Major Roo Event		January				February				March				April											
Date	Event	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
Jan 26	Australia Day Function																								
Feb 12	Training Commences			1	2	3	4	5						1	2			1	3	4	5	6			
Feb 16	Training Commences	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9			
Mar 2	MTSU at Vandy	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16			
Mar 11	Wine & Cheese	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23			
Mar 16	Vandy at MTSU	27	28	29	30	31	24	25	26	27	28	24	25	26	27	28	29	30							
Apr 6	Vandy/ MTSU at Roos																								
Apr 10	Jersey Presentation Night																								
Apr 20	at Illinois																								
May 4	Cincinnati																								
May 8	Wine & Cheese				1	2	3	4						1							1	2	3		
May 18	Tennis Tournament	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13			
Jun 1	at LeHigh	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20			
Jun 15	at Atlanta	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27			
Jun 29	at St. Louis	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31
Jul 13	Blue White Game																								
Jul 14	Colonists Cup - Cricket																								
Jul 20	Atlanta																								
Aug 3	at Kansas City																								
Aug 10-17	Revolution Trip	1	2	3	4	5	6	7	1	2	3	4	5	1	2	1	2	3	4	5	6	7			
Aug 24	Chicago	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9			
Sep 7	Barassi Cup	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16			
Sep 20-22	Festival Day 1	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
Sep 27	Grand Final Party	29	30						27	28	29	30	31	24	25	26	27	28	29	30					
Oct 12-13	at Nationals																								
Nov 2	A.G.M. - Afternoon																								
Nov 2	Presentation Ball - Evening																								

Football Match
  Football Training
  Social Function
  Board/Executive Meeting



## The Administration Calendar

---

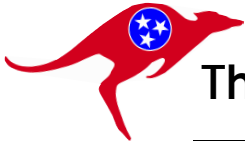
### What is the Administration Calendar?

The Administration Calendar is the nerve center of our club. It lays out every date vital to the successful operations of the club. By meeting the deadlines set out here and accomplishing the tasks outlined we can be assured that our club will continue to lead the way as a sporting and cultural entity in Nashville and across the country.

In the pages that follow we have laid out our entire calendar for a year. It is vital that this calendar be completed in October for the upcoming year to enable new and renewing staff and officers to set and achieve their goals for the year. The Calendar is generally administrated by the Club Secretary.

<b>January 2002</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		1	2	3	4	5
		Metro Fields Bookings				
6	7	8	9	10	11	12
	Membership Renewals MailOut	Sponsorship Packages MailOut	Winter Newsletter MailOut		Roos Books Updated-2001	
13	14	15	16	17	18	19
	Australia Day MailOut			Roos e-NEWS		
20	21	22	23	24	25	26
			Executive Meeting		Roos End of Month Bills-Invoices Member(s)	Australia Day
27	28	29	30			





## The Administration Calendar *(Continued)*

April 2002						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Roos e- NEWS Coach's Night MailOut	2	3	4	5	6 Vandy/MTSU at Roos
7	8 Spring Newsletter MailOut	9	10 Coach's Night	11	12 Roos Books Updated	13
14	15 Roos e- NEWS	16	17	18 Football Committee	19	20 Roos at Illinois
21	22 Roos/ Dockers MailOut	23 Wine & Cheese Mailout - May	24 Executive Committee	25	26 Roos End of Month Bills- Invoices Member(s)	27
28	29 Roos e- NEWS Tennis Tourny MailOut	30				