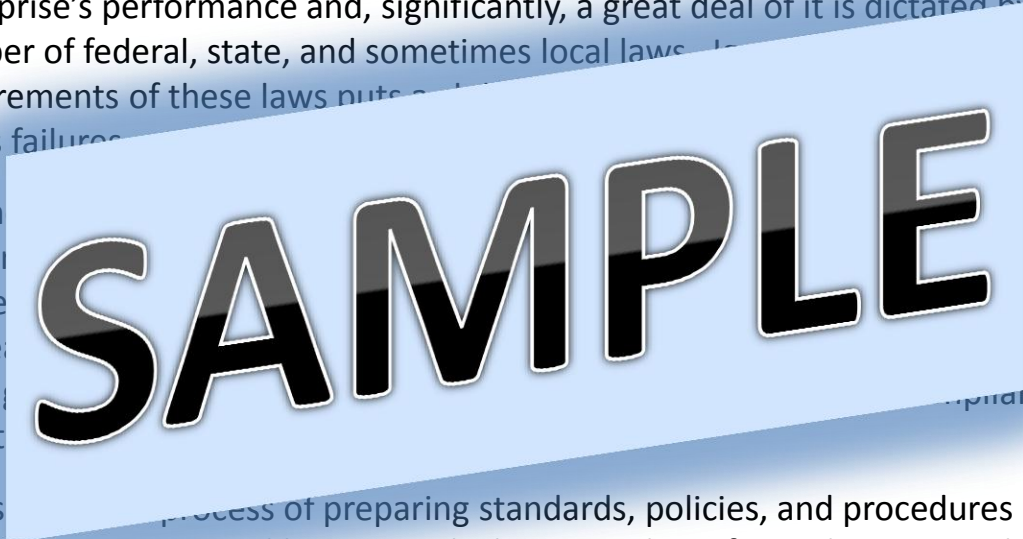


## #53 *Human Resources Requirements*

Just as a club must have thoroughly documented accounting standards, policies, and procedures (SPPs) to ensure accurate recording of business transactions and reporting of financial performance, the club must also document its human resources transactions – though for different reasons.

All aspects of a club's relationship with applicants and employees affects the enterprise's performance and, significantly, a great deal of it is dictated by a number of federal, state, and sometimes local laws. The requirements of these laws puts a club at risk of liability for its failures.

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To assist in the process of preparing standards, policies, and procedures Club Resources International has created a large number of sample Personnel SPPs and related forms that may be purchased and customized for individual club operations.

**Take Away:** Without making the effort to consistently train managers about their human resources responsibilities, some will surely transgress and the repercussions for the club may be significant.

To purchase the complete set of Management Disciplines on the Go visit the [CRI Marketplace](#)

Teachable Moments