

Processes

This chapter documents processes that are core to the functioning of the club. We are continually looking to streamline our processes, while also introducing automation where it would save time (i.e., for repetitive frequent tasks) or have other benefits (e.g., improved transparency).

If you have any ideas on how we can streamline our processes, we would like to know.

- [Field and hall bookings](#)
- [Member signups and cancellations](#)

Field and hall bookings

Describes the process of field and hall bookings from the wider perspective of the club as a whole. Role-specific information about how to do field bookings, and how to track them for invoicing can be found on the [Secretaris volunteer page](#) .

Field bookings

This flowchart describes the process of how field bookings are made by UFO for their members or for the NFB.

UFO prefers all events to be on the artificial turf to protect the grass field.

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Avenues for potential process improvements

- Rather than submitting the field booking directly to the secretary, perhaps using a form is better.
 - This way we can minimise back and forth communication, giving the person requesting the booking more oversight
 - (Depending on the form solution) We can have automations which send email updates to the booker of the field
- Can we get more insight into which fields are available from the Gemeente (and their availabilities)? Something like the hall booking portal?

Hall bookings

TODO:

- Link portal which can be used to check availability

- Complete rest of process document

Member signups and cancellations

Describes the process of member signups and cancellations from the perspective of members and the club as a whole. Role-specific information about how to process signups can be found on the [Secretaris volunteer page](#) .

TODO:

- What is the current (manual) system
- Create and link to the digital systems page detailing the mailing list, wordpress, allunited
- What improvements can be made in future to streamline this signup and signout process
- Add documentation on special non-paying memberships
- Decide whether membership prices etc lives on this page, or in the website(?)