 **Overall Look at Your Club **

**Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ***How does your club look?*** | ***Yes*** | ***No*** | ***What needs to be done?*** |
| **Governance:** Plans, Policies and Procedures | | | |
| Does the Committee have documented short & long term plans? |  |  |  |
| Does the Club have policies and procedures e.g. handling complaints? |  |  |  |
| Are they reviewed regularly? |  |  |  |
| Are policies and procedures communicated well to members? |  |  |  |
| Financial Matters | | | |
| Does the Club develop an annual budget? |  |  |  |
| Does the Club run at a profit? |  |  |  |
| Does the Club attract/retain sponsors? |  |  |  |
| Has the Club acquired grants? |  |  |  |
| Do Financial Reports provide the Committee with a good understanding of the financial status? |  |  |  |
| Compliance and Risk | | | |
| Is the Club incorporated? |  |  |  |
| Do Committee Members understand the Club risks and have strategies in place to minimize them? |  |  |  |
| ***How does your club look?*** | ***Yes*** | ***No*** | ***What needs to be done?*** |
| Is your Committee confident that the Club’s legal & financial responsibilities are met? |  |  |  |
| Do Committee Members know about and understand terms and conditions of leases, licenses, agreements etc? |  |  |  |
| Are financial obligations met on time? |  |  |  |
| Internal and External Communication | | | |
| Are committee meetings well run and documented actions carried out? |  |  |  |
| Are meetings lead by a good Chair? |  |  |  |
| Does the Committee have good communication with members? |  |  |  |
| Is the Club affiliated with a peak body? |  |  |  |
| Does the Club have a good working relationship with its peak body & key stakeholders? |  |  |  |
| Does the Club have a good working relationship with local government? |  |  |  |
| Marketing and Membership | | | |
| Does the Club have robust membership in all sections? |  |  |  |
| Is the Club successful in recruiting new members? |  |  |  |
| Does the Club market itself well? |  |  |  |
| Does the Club have an active relationship with local media? |  |  |  |
| ***How does your club look?*** | ***Yes*** | ***No*** | ***What needs to be done?*** |
| Does the club have an active relationship with local schools? |  |  |  |
| Volunteers and Key Personnel | | | |
| Does the Club have sufficient volunteers to do what’s needed? E.g. Committee, coaches, canteen….. |  |  |  |
| Does the Club support volunteers with task descriptions etc? |  |  |  |
| Are Club coaches accredited? |  |  |  |
| Are volunteers offered training e.g. RSA, Food Handling? |  |  |  |
| Does the Committee have an adequate balance of skills and knowledge to support its functions? |  |  |  |
| Is there a healthy turnover of Committee members? |  |  |  |
| Is the Committee representative of all sections of the club? |  |  |  |
| Are new Committee Members well supported through induction? |  |  |  |
| Do Committee Members delegate readily to individuals, working groups? |  |  |  |
| Environment and Culture | | | |
| Is alcohol consumption high at your Club? |  |  |  |
| Does the Club cater well for families? |  |  |  |
| ***How does your club look?*** | ***Yes*** | ***No*** | ***What needs to be done?*** |
| Does the club actively recruit/market to people from diverse cultures? |  |  |  |
| Is it easy to find out about your club? |  |  |  |
| Does your club promote activities in places that can reach various groups? |  |  |  |
| Including Everyone and Making People Feel Supported and Welcome | | | |
| Does the club offer a range of participation options to cater for different interests? |  |  |  |
| Does the club promote messages that herald that everyone is welcome? |  |  |  |
| Does the club have a dedicated person to welcome new people? |  |  |  |
| Are new people teamed up with someone to show them the ropes? |  |  |  |
| Does the club have a handbook for new members and volunteers? |  |  |  |
| Does the club have varying payment options to offer when cost is a barrier? |  |  |  |
| Does the club have support strategies when transport is a barrier? |  |  |  |
| Does the club have policies that support inclusion e.g. access |  |  |  |

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| ***How does your club look?*** | ***Needing Development*** |
| What are the club’s strengths?  Look at the areas where you have answered no?  In terms of committing time to improvement or seeking support, what would your club’s broad priorities be: | What are the most pressing development measures needed?  **EXAMPLE:**  Detail a short-term – easy fix action and a longer term goal for the club in each area:  Focus Area: Increase Junior Membership  Develop a flier and send to all schools prior to next season  Form a junior committee to plan and implement a junior recruiting plan.  **YOUR CLUB’s ACTIONS / GOALS** |