

New Club Assessment Criteria



Name of New Club: _____

Date: _____

Name of person completing form: _____

Contact Details: _____

Position of person completing form _____

Instructions

Read and consider each question carefully. Evidence must be provided to Swimming Bay of Plenty

- These are compulsory criteria that the club must be able to meet before the application will be processed.
- All information supplied on this form or with this form shall remain confidential to Swimming Bay of Plenty and/or the club concerned in its compilation and will not be shared with any other person or organisation unless prior approval is given by the applicant.
- Should the club require assistance with any aspect, please feel free to contact Swimming Bay of Plenty.
- Once the new clubs membership is confirmed by Swimming BOP the Annual Club Affiliation Fee must be paid within 14 days.
- The completed application form and supporting documents should be sent to P O Box 5084, Rotorua 3044

Club Mark Component	Criteria	Assessment	Evidence (required)	Club Comments
1. Structure	1.1 The club has a constitution as per the SNZ prescribed template.		Copy of Constitution – ready to be lodged with NZ Societies. A copy of any Regulations that are run alongside the constitution - must also be supplied	
	1.2 If the club is already incorporated		Attach a Copy of Certificate of Incorporation	
2. Planning	2.1 The club has current long-term strategy plan		Copy of long-term/strategic plan	

3. Health and Safety	<p>3.1 The club has health and safety plan and/or risk management plan.</p> <p>3.2 The club has adopted and enforces the Swimming BOP Child Protection Policy and SNZ MPP</p>		<p>Copy of plan</p> <p>Evidence that relevant coaches, managers and officials have copies of the health and safety plan CCP and SNZ MPP. Details of review and review periods.</p>	
4. Financial Planning	<p>4.1 An annual budget for the club is prepared that demonstrates an ability to operate.</p> <p>4.2 Most recent annual financial accounts have been lodged with the companies office ** if you have been operating for more than 12 months.</p>		<p>Copy of annual budget</p> <p>Lodged on Societies offices website and copy supplied to SBOP.</p>	
5. Management	<p>5.1 All positions on the committee are filled</p> <p>5.2 Committee Meetings are attended by an average of 70% of the position holders.</p>		<p>List of positions and position holders</p> <p>Attendance notes of committee meetings over last year</p>	
6. Communication with Members	<p>6.1 The Club has an up to date list of members names and contact details</p> <p>6.2 The Club formally reports its performance and activities to its members at least twice per annum</p>		<p>Copy of the list updated within last 12 months</p> <p>Details of how performance is reported. Copies of reports, newsletter, etc.</p>	
7. Coaches	<p>7.1 All coaching positions are filled by the commencement of the first competitive event, competition or tournament of the season.</p> <p>7.2 All Club coaches have relevant SNZ coaching qualifications</p>		<p>Details of coaches and their teams</p> <p>Details of coaches' qualification and experience, details of training opportunities offered to coaches taken up.</p>	

	<p>7.3 The Club provides opportunities for coaches to undertake further training and/or each coach has a training and development plan and/or each coach receives mentoring from a senior coach.</p> <p>7.4 The Club evaluate coaches' performance each season.</p> <p>7.5 All Coaches must be members of NZSCAT**</p>		<p>Copies of coaches' training and development plans and evidence of coaches being provided with further training. Budget allocation and meeting minutes supporting coaching development plan. Details of coach mentor work.</p> <p>Copies of survey conducted with team at the end of each season</p> <p>Provide evidence.</p>	
8. Officials	<p>8.1 The Club has a written plan to develop officials.</p> <p>8.2 The club provides opportunities and pays for club members to attend courses to gain relevant official certification</p> <p>8.3 The Club has appointed a technical official to oversee the development of its members.</p>		<p>Written policy</p> <p>Register maintained of member's progress and certification achieved. Budget allocation provided.</p> <p>Name of person</p>	
9. Number of swimmers	<p>9.1 As per the SNZ requirement the club has a minimum of 15 competitive swimmers.</p>		<p>Names of Swimmers.</p>	
10. Disability Action Plan	<p>10.1 The Club has a disability action plan and caters for people with a disability</p>		<p>A disability action plan has been developed and implemented</p>	