

Club Self-Assessment

Name of Club: _____

Date: _____

Name of person completing form: _____

Position of person completing form _____

Contact Details _____

Instructions

This is a check list for all clubs to use – we suggest that Club Committees go through the list as a ‘health check’ and take any appropriate steps to ensure your club is well positioned.

- Should the club require assistance with any aspect, please feel free to contact Swimming Bay of Plenty.

Club Mark Component	Criteria	Assessment	Evidence	Club Comments
1. Structure	1.1 The club has constitution 1.2 The club is incorporated 1.3 The club reviews their constitution and ensures the constitution is in line with the SNZ club template		Copy of Constitution Copy of Certificate of Incorporation The logic of having consistent constitutions running down from SNZ through the regions and down to the clubs is to try to get much stronger integration and alignment of the direction of swimming in NZ.	
2. Planning	2.1 The club has current long-term strategy plan 2.2 The club’s long-term/strategic plan is regularly referred to in making decisions at club committee level 2.3 The club’s long-term/strategic plan		Copy of long-term/strategic plan Have standard items on agenda Details of reviews and review periods	

	is reviewed and update			
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's health and safety plan and/or risk management plan is reviewed and updated and relevant personnel aware of it</p> <p>3.3 The club has adopted and enforces the SBOP CCP 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. Details of review and review periods.</p>	
4. Financial Planning	<p>4.1 An annual budget for the club is prepared</p> <p>4.2 Maintenance of major club equipment/facilities is planned and budgeted for a year or more in advance</p> <p>4.3 Most recent financial accounts have been lodged with the companies office and SBOP</p>		<p>Copy of last annual budget</p> <p>Copy of equipment/facilities maintenance plans and budgets</p> <p>Lodged on Societies offices website</p>	
5. Management	<p>5.1 All position on the committee are filled</p> <p>5.2 Job descriptions are prepared and reviewed prior to each AGM</p> <p>5.3 Committee Meetings are attended by an average of 70% of position holders</p> <p>5.4 The Committee's work is spread evenly over the personnel</p>		<p>List of positions and position holders</p> <p>Copies of job descriptions and date last update</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</p>		<p>Copy of the list updated within last 12 months</p>	

	<p>performance and activities to its members at least twice per annum</p> <p>6.3 The Club seeks feedback from member on their satisfaction and expectation of club services and operations, at least annually</p> <p>6.4 The Club produces a written booklet or electronic version each season with Committee contact names/telephone/e-mail information along with Code of Conduct and brief history of Club.</p> <p>6.5 The club has a website which is updated regularly</p>		<p>Details of how performance is reported. Copies of reports, newsletter, etc.</p> <p>Details of how club member satisfaction is sought</p> <p>Booklet/electronic version</p> <p>Club website</p>	
7. Working with the Regional body	<p>7.1 The club has representation at the last Association AGM or other general meeting during the year.</p> <p>7.2 The club responds to request and offers from the Association or works actively to contribute to the Association.</p>		<p>Minutes of AGM and general meetings</p> <p>Copies of correspondence, e-mails, etc.</p> <p>Provide details or evidence of contributions at such meetings.</p> <p>Feedback from parent body</p>	
8. School Links	<p>8.1 The club provides written information to schools in the area on club's services and operations.</p> <p>8.2 The Club makes telephone call of face-to-face contact with staff at local school(s) about club activities.</p>		<p>Copy of written promotional material and information about the club</p> <p>Names of school staff contacted</p>	

<p>9. Volunteers and life members (including officials and administrators)</p>	<p>9.1 Club volunteers are recognised for their efforts.</p> <p>9.2 Club actively provides training opportunities for volunteers.</p> <p>9.3 The Club recognises Life Members and invites them to Club activities/swim meets.</p>		<p>Evidence of recognition given to volunteers including t-shirts, trophies, letter, other presentations Details of opportunities provided and taken up.</p> <p>Life Members, honour board updated and hung at club rooms.</p>	
<p>10. Coaches</p>	<p>10.1 All coaching positions are filled by the commencement of the first competitive event, competition or tournament of the season.</p> <p>10.2 All Club coaches have relevant SNZ coaching qualifications.</p> <p>10.3 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>10.4 The Club evaluate coaches' performance each season.</p> <p>10.5 All Coaches are members of SCATNZ and hold current first aid certificates.</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>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>11. Officials</p>	<p>11.1 The Club has a written plan to develop officials.</p> <p>11.2 The Club provides opportunities and pays for Club members to attend courses to gain relevant Officials certification.</p>		<p>Written policy</p> <p>Register maintained of members progress and Certification achieved. Budget allocation provided.</p>	

	<p>11.3 The Club has a goal to have a development squad of senior officials training every year.</p> <p>11.4 The Club has appointed a technical official to oversee the development of its members.</p>		<p>Copy of program and record of progress for the year kept</p> <p>Name of person</p>	
12. Sponsorship	<p>12.1 The Club has a goal to attract 1 or more major sponsors.</p> <p>12.2 Club Sponsor's logos to be displayed tastefully on uniforms and in correspondence to on Club letterhead.</p> <p>12.3 A long term relationship with sponsors is sought</p>		<p>Sub-committee appointed to identify possible sponsors and report to Club committee at each meeting. Uniforms and stationary.</p> <p>Copies of programmes sent to sponsors to keep them informed of Club/team progress. Use of Club web site to ensure Sponsors' involvement is well known and appreciated by club members.</p>	
13. Retention of swimmers	<p>13.1 The Club has a goal of swimmer retention.</p> <p>13.2 The Club determines why swimmers leave the Club.</p>		<p>Copies of swimmers survey each year to determine swimmer satisfaction.</p> <p>Conducts exit interviews</p>	
14. Equipment	<p>14.1 The Club makes available uniforms to ensure that its members are well turned out in the proper colours with a neat and tidy appearance</p>		<p>All club team uniformly attired</p>	
15. Alcohol and Other Drugs	<p>15.1 Enhancing drug names on the FINA list are not permitted in the club or activities associated with the club (Compulsory).</p> <p>15.2 The Club makes available a list of NZ Drug Agency banned substances</p>		<p>Policy on the use of illegal/performance enhancing drugs drafted, implemented and being adhered to in practice.</p> <p>Copy of FINA list and NZ Drug Agency website. Team managers have copies available</p>	
16. Disability Action Plan	<p>16.1 The Club has a disability action plan</p>		<p>A disability action plan has been developed</p>	

	and caters for people with a disability		and implemented	
17. Social Media	17.1 The Club has social media plan in place with an appointment administrator		A social media plan has been developed and implemented	
18. Feeder program	18.1 The Club has link with a swim school(s) to provide a pathway to competitive swimming from a learn to swim programme		Names of swim school and plan to bring swimmers through.	

