

✓ Proactive Clubs Checklist



	YES	NO	IN PROGRESS
1. PLANNING			
• Do you spend time planning for future development & funding opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a budget beyond the current year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a written plan that sets out your short term and long term goals, objectives and actions including what you will do, who is going to do it and by when?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If so, do you regularly assess the progress of your plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a planning checklist for major events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ADMINISTRATION / VOLUNTEER MANAGEMENT			
• Are you incorporated under state Law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is your constitution up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have current by-laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does your management committee have & follow agreed meeting procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does someone record minutes at meetings and circulate them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you aware of the legal requirements resulting from incorporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have job descriptions or duty statements for your volunteers, committee members and / or personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you actively recruit new committee members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a volunteer recognition program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you support/assist new volunteers/committee members by providing role statements, mentoring support, training opportunities etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a positive relationship with your state or national sporting body including affiliation and regular communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. POLICIES & GUIDELINES			
Do you have or have you considered guidelines for your club / association on:-			
• Anti harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Child Safe Environments (now legally required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Health related issues (ie, anti smoking, sun protection, alcohol & drug awareness, responsible service etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Financial processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Complaints/Abuse handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Committee members duties & responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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• Codes of conduct for athletes, participants, coaches, spectators and structured disciplinary actions/processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Volunteer management (recruitment, retention and recognition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If in place are the relevant guidelines clearly document, well promoted and accessible to players, members, supporters etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. FINANCE			
• Do you use mechanisms to monitor & control spending, such as:-			
- Spending limits for various personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- At least two signatures for payment transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Purchase orders for all expenditure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you:			
- Keep an accurate set of accounting books or have a computer accounting system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Revise the budget, as required, throughout the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Present and interpret regular financial reports to the committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a good knowledge of relevant government funding and grants available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a sponsorship policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. INSURANCE			
• Do you have public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have adequate building and / or equipment insurance to cover all potential risks (ie, theft, fire, weather damage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have insurance to protect professional conduct of directors, coaches, officials and other key volunteers / personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have injury insurance for players, instructors & officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do your insurance policies cover both regular activities & special events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. SAFETY			
• Do you have first aid resources available at all facilities / events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you encourage and support the training of volunteer members in first aid, sports training, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have one or more nominated accredited First Aid officers or sports trainers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you regularly conduct risk / safety checks on facilities and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a Risk Management policy/checklist in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FACILITY MANAGEMENT			
Complete this section if you have regular access to, or manage a facility			
• Are your facilities & equipment checked regularly & maintained to a safety standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have an up to date asset register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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• Do you have a management plan for your facility that includes an asset maintenance schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you plan and budget for long term facility maintenance requirements and costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you monitor, plan and apply for available funding to assist with facility maintenance costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. MEMBER / CLIENT FOCUS			
• Are your members / clients aware of the services you offer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you undertake marketing activities to promote your club to new members, volunteers, sponsors etc through brochures, mail drops, come and try days, school links, advertisements etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you target / cater for special interest groups, ie people with disabilities, indigenous people, seniors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do your members/players know your committee members and / or key personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a website and / or email facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a database of players, members and volunteers currently or previously involved in your club?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a system for gaining feedback from volunteers, members, supports etc and a method of reviewing/acting upon this feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. EDUCATION & TRAINING			
• Do you have a set policy for the training of volunteer members and / or personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a mentoring program in place for new committee members, coaches, officials etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you encourage the accreditation of instructors, coaches, & officials through various accrediting bodies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you encourage the training of committee members, volunteers and / or personnel in specific areas of development such as:-			
- Financial management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Conducting meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Volunteer management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Sponsorship and fundraising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Event management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Marketing & promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Legal issues & risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Committee management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Use of technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

****Why not use this checklist as a tool to assess the strengths and weaknesses of your club/association at an operational/management level and to identify specific actions required for improvement.***