

2019/20 Club Health Check

This document provides the City with the vital information to help guide your Club into the future

CLUB OVERVIEW

Club Details

Club Name				
Postal Address				
Street Address				
Incorporation Number	Number		Date	
ABN				
Registered for GST?	Yes c		No c	
For how many years has the club been in operation?				
Website Address				

Management Committee Details

Committee Members

President Name	
Secretary Name	
Treasurer Name	

Club Contacts

Primary Club Contact	<i>Name</i>	
	<i>Phone</i>	
	<i>Email</i>	
Secondary Club Contact	<i>Name</i>	
	<i>Phone</i>	
	<i>Email</i>	
Approximate date of AGM		

Club Activities

What is the sport, recreation or other activities conducted by your club?

With which state association is your club affiliated? Please list names.

State Organisation /
Governing Body

Club Membership

What are your current membership details?							
Last year – 2019				This year – 2020			
	Males	Females	Total		Males	Females	Total
Junior				Junior			
Senior				Senior			
Social ¹				Social			
<i>Total</i>				<i>Total</i>			

What percentage of your members reside within the City of Stirling²

In the past year have your members increased, decreased or stayed the same?		
Increased	Decreased	Stayed the same

¹ Social members are those that have a membership with the club that is not for competition/ participation purposes, but more for supporters of the club.

Lease & Licensed Premises Only

<i>Do you have a lease or license over your facility? (if no continue to committee management)</i>	Yes	c	No	c
<i>What are the current arrangements of the facility used by your club?</i>				
Do you have a copy of your current lease or license agreement?	Yes	c	No	c
Have you read your current lease or license agreement?	Yes	c	No	c
Does your club hire/sublease out the club room facilities to third parties (i.e. sporting activities, caterers, playgroups, functions etc.)?	Yes	c	No	c
Please list the current groups booking the facility stipulating community or commercial				
If yes, please complete the Standard Hall Hire Schedule below				

Standard Hall Hire Schedule (all on-charges must be in line with the City's Council endorsed Fees and Charges Schedule)

Hire Purposes	Cost Per Hour
1 Non Profit Community Organisations	
Activities – e.g. playgroups	\$
Meetings	\$
2 Commercial Organisations	
Activities – e.g. Aerobics	\$
Meetings	\$
3 Functions	
No Alcohol	\$
With Alcohol	\$
4 Bonds	
Key Bond	\$
Alcohol Bond	\$

Club Management

Club Administration Essentials

<i>Does your club comply with this list of 'essentials'?</i>				
Does your club have a constitution? (if yes can you please attach)	Yes	c	No	c
If no, do you require help setting up a constitution?	Yes	c	No	c
Has your club reviewed its constitution since July 2016?	Yes	c	No	c
Has your club referred to the constitution in the management of the club? If yes, how?	Yes	c	No	c
Does your club maintain at least \$20million public liability insurance?	Yes	c	No	c
Does your club have a Strategic Plan (Club Development Plan)?	Yes	c	No	c
How is your strategic plan structured? I.e. Vision, Mission Policy and Procedures. Please attach if possible				
Does your club have an up-to-date Risk Management Plan? (if yes can you please attach)	Yes	c	No	c
Does your club have codes of conduct for its players, club officials, other volunteers, parents and committee members?	Yes	c	No	c
Do members of your club know where to find copies of plans and policies? E.g. on website.	Yes	c	No	c

Financial Sustainability

<i>What action does your club take to enhance its financial sustainability?</i>	
<i>Please attach all financials including fees and charges from your most recent AGM</i>	
Has the club been in financial distress at any time in the last three years E.g. have trouble paying bills or affording necessary repairs, upgrades or expenses?	Yes c No c
Sponsorship – Do you currently have club sponsors? If so, who and what do they cover?	

Australian Sports Commission Club health Check

<https://www.qlbs.com.au/ASCHHealthCheck/Assessment/ASCHHealthCheck>

The Australian Sports Commission has designed an online assessment tool called the Club Health Check. It aims to help sporting clubs examine how they are operating and identify areas of improvement.

The Club Health Check looks at a number of factors that are crucial to success, and combines these results to build an overall picture of the way your club carries out its operations. The Club Health Check is the first step in growing your club and helping to make it sustainable.

The online assessment should take no longer than 30 minutes to complete. We recommend two or three people from your club complete the online assessment together. Once you have completed the assessment, a detailed report will be emailed to you. This report will identify improvements and growth areas for your organisation.

Once completed please send a copy of the report to your Club Development Officer

Club Development

The Club Development team is here to help and guide you in everything Club related. We are committed to working with you to ensure you are sustainable and thriving. Please detail below areas that you need assistance with over the next 12 months.

Declaration

In accordance with the terms and conditions contained within the lease/license granted by the City of Stirling, I submit the 2019/20 Club Health Check and associated documents on behalf of the club/organisation. I certify that I have been authorized to prepare and submit the 2019/20 Club Health Check and that the information provided is to the best of my knowledge true and correct.

Signature: _____

Name: _____

Position: _____

Date: _____

Completed 2019/20 Club Health Check and supporting documents should be sent to:

City of Stirling
Recreation & Leisure Services
25 Cedric Street
STIRLING WA 6021

Email:
Clubdevelopment@stirling.wa.gov.au
Phone: 9205 8555

