



# 1 STAR ACCREDITED CLUB CHECKSHEET



NEW ZEALAND FOOTBALL  
QUALITY CLUB MARK

## 1. CLUB ADMINISTRATION & LEADERSHIP

CRITERIA	EVIDENCE
1a Does your club have a constitution? List when it was last reviewed	<input checked="" type="checkbox"/> Sight copy of the constitution and record the date it was last reviewed - Juniors only or seniors only clubs need a MoU with a club that provides the football avenue they do not provide (e.g. Juniors only club has MoU with a club that provides senior football)
1b Is your club an incorporated society or charitable trust?	<input type="checkbox"/> Sight a copy of the certificate of incorporation & that the annual accounts are filed with Companies / Charities office on time
1c Do you have people that lead your club? Who are they and what do they do? - Provide names of elected leadership group and role or roles undertaken - Names entered into Goalnet - Provide ways club membership and external stakeholders can contact elected leadership (e.g. contact details on club website or club noticeboard including a contact phone number)	<input type="checkbox"/> Names and details sighted on club website and are up to date in Goalnet
1d Does your club use Goalnet online registration to register players and coaches?	<input type="checkbox"/> Confirm member data is accurate / up-to-date in Goalnet

## 2. PLANNING & FINANCE

CRITERIA	EVIDENCE
2a Does your club have a plan? - E.g. 1-page overview document including vision and purpose statements, club values and club goals - Use club planning document / template as a guide - Evidence that there is a publicly displayed version of the plan e.g. On website, on clubroom walls	<input type="checkbox"/> Club plan sighted including publicly viewable version
2b Does your club have a budget to work from and are club accounts presented at each club committee meeting? - Club budget finalised and account summaries provided at committee meeting as evidenced via committee meeting minutes	<input type="checkbox"/> Club budget and committee meeting minutes sighted. Evidence that the club finances are presented as part of committee meeting good practice
2c Does your club have a bank account and at least two people as signing authorities? - Evidence shown that club has a separate bank account (not of an individual or other group) - Copy of valid signing authority form, or club policy produced	<input type="checkbox"/> Signing authority document or club policy document sighted
2d Does the club have a fees payment policy to ensure all membership fees are collected? - How does the club go about doing this? E.g. Instalments are accepted, the club accepts online payment for membership fees	<input type="checkbox"/> List and provide details
2e Does the club budget include a line item of 'volunteerism' with an allocated financial amount to it? - 'Volunteerism' included in annual budget with a financial sum allotted toward the recognition and reward of volunteers at your club - E.g. Meet-and-greet welcome function at beginning of season for all club volunteers	<input type="checkbox"/> Budget sighted with volunteerism as a stand alone line item included



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## 3. COMPLIANCE

CRITERIA	EVIDENCE
<p>3a <b>Does your club have codes of conduct for players, coaches, parents and volunteers?</b></p> <ul style="list-style-type: none"> <li>- Club code of conduct is also displayed on club website and placed in clubrooms signed by club president for viewing</li> <li>- Evidence the club code of conduct has been shared with members e.g. Via email</li> <li>- A template is provided, clubs are encouraged to align with the NZ Football code of conduct</li> </ul>	<p><input type="checkbox"/> Sigt policy on website and clubrooms and evidence of sharing with wider membership</p>
<p>3b <b>Does your club have an anti-harassment policy?</b></p> <ul style="list-style-type: none"> <li>- Policy is also displayed on club website and placed in clubrooms signed by club president for viewing</li> <li>- Evidence the anti-harrasment policy has been shared with members e.g. Via email</li> <li>- A template is provided</li> </ul>	<p><input type="checkbox"/> Sigt policy on website and clubrooms and evidence of sharing with wider membership</p>
<p>3c <b>Does your club have a child protection policy?</b></p> <ul style="list-style-type: none"> <li>- Policy is also displayed on club website and placed in clubrooms signed by club president for viewing</li> <li>- Evidence the child protection policy has been shared with members e.g. Via email</li> <li>- A template is provided</li> </ul>	<p><input type="checkbox"/> Sigt policy on website and clubrooms and evidence of sharing with wider membership</p>
<p>3d <b>Does your club have a privacy act policy?</b></p> <ul style="list-style-type: none"> <li>- Policy is also displayed on club website and placed in clubrooms signed by club president for viewing</li> <li>- Evidence the privacy policy has been shared with members e.g. Via email</li> <li>- A template is provided</li> </ul>	<p><input type="checkbox"/> Sigt policy on website and clubrooms and evidence of sharing with wider membership</p>
<p>3e <b>Have your Goalnet Administrators signed the Goalnet Code of Conduct?</b></p> <ul style="list-style-type: none"> <li>- Club Goalnet administrators have signed the Goalnet Code of Conduct</li> <li>- A template is provided</li> </ul>	<p><input type="checkbox"/> Sigt a copy of privacy policy document signed by all club Goalnet administrators</p>
<p>3f <b>Does your club have a Health and Safety Policy?</b></p> <ul style="list-style-type: none"> <li>- Available on request for club players, coaches, volunteers and members</li> </ul>	<p><input type="checkbox"/> Sigt a copy of the club Health and Safety policy</p> <p><i>Evidence via committee meeting minutes that the Health &amp; Safety policy has been shared with committee members</i></p>

## 4. VOLUNTEERS

CRITERIA	EVIDENCE
<p>4a <b>Provide details regarding how the club recruits and retains volunteers</b></p> <ul style="list-style-type: none"> <li>- E.g. E-card sent on behalf of club to volunteers wishing them a happy birthday. Advert placed on Seek Volunteer NZ website</li> <li>- Can be linked to volunteerism as a line item in budget</li> </ul>	<p><input type="checkbox"/> Details of recruitment and retention strategies sighted</p>
<p>4b <b>Does your club provide role / job descriptions to clearly outline roles and responsibilities for key volunteer positions?</b></p> <ul style="list-style-type: none"> <li>- E.g. Leadership group (committee), volunteer co-ordinator, girls and women's co-ordinator, referee co-ordinator, team manager, coaches</li> <li>- Include a considered estimate of number of hours per week, for how many weeks in the season (timeframes), reimbursement policy, contact person for queries, key responsibilities and expectations of the role, opportunities for upskilling</li> </ul>	<p><input type="checkbox"/> Examples of role descriptions sighted</p>
<p>4c <b>Has your club appointed a volunteer co-ordinator or go-to person for volunteers?</b></p> <ul style="list-style-type: none"> <li>- Name entered into Goalnet</li> <li>- Contact details supplied to membership and website, person should have a good understanding of most roles in the club, be people friendly and inclusive</li> <li>- A role description template is provided</li> </ul>	<p><input type="checkbox"/> Person verified in Goalnet and position description sighted</p>

## 5. REFEREE DEVELOPMENT

CRITERIA	EVIDENCE
<b>5a Has your club identified a referees co-ordinator?</b> <ul style="list-style-type: none"> <li>- Name entered into Goalnet</li> <li>- Contact details supplied to membership and website, person should have a good understanding of most roles in the club, of referee initiatives currently on offer and be people friendly and inclusive</li> </ul>	<input checked="" type="checkbox"/> <b>EVIDENCE</b> <input type="checkbox"/> <i>Person verified in Goalnet and position description sighted</i>
<b>5b Does your club actively promote and / or host formal and / or informal referee development opportunities?</b> <ul style="list-style-type: none"> <li>- List initiatives undertaken or promoted</li> <li>- E.g. Promoted via email, through the club website or social media</li> </ul>	<input type="checkbox"/> <i>Evidence of promotion to membership sighted</i>

## 6. PLAYER DEVELOPMENT

CRITERIA	EVIDENCE
<b>6a Has your club adopted the NZ Football Junior Framework in terms of McDonald's First Kicks, if you have children between the ages of 4-6 years of age?</b>	<input checked="" type="checkbox"/> <b>EVIDENCE</b> <input type="checkbox"/> <i>Signed Memorandum of Understanding / Deed of Licence between club and Federation (for junior football)</i>
<b>6b Has your club adopted the NZ Football Junior Framework in terms of McDonald's Fun Football, if you have children between the ages of 7-8 years of age?</b>	<input type="checkbox"/> <i>Signed Memorandum of Understanding / Deed of Licence between club and Federation (for junior football)</i>
<b>6c Has your club adopted the NZ Football Junior Framework in terms of McDonald's Mini Football, if you have children between the ages of 9-12 years of age?</b>	<input type="checkbox"/> <i>Signed Memorandum of Understanding / Deed of Licence between club and Federation (for junior football)</i>

## 7. FIT4FOOTBALL & COACH DEVELOPMENT



CRITERIA	EVIDENCE
<b>7a Has your club identified a coaching co-ordinator?</b> <ul style="list-style-type: none"> <li>- Name entered into Goalnet</li> <li>- Contact details supplied to membership and website, person should have a good understanding of coaching processes, be people friendly and inclusive</li> </ul>	<input checked="" type="checkbox"/> <b>EVIDENCE</b> <input type="checkbox"/> <i>Person verified in Goalnet and position description sighted</i>
<b>7b Does your club facilitate and / or promote coaching courses?</b> <ul style="list-style-type: none"> <li>- E.g. Evidenced through email sent to membership listing coaching course opportunities</li> </ul>	<input type="checkbox"/> <i>Evidence of promotion to membership sighted</i>
<b>7c Does your club identify and / or promote a number of formal and / or informal training opportunities for Coach Education throughout the season?</b> <ul style="list-style-type: none"> <li>- E.g. Evidenced through email sent to membership listing opportunities</li> </ul>	<input type="checkbox"/> <i>Examples of strategies sighted</i>
<b>7d Has your club identified a goalkeeping co-ordinator?</b> <ul style="list-style-type: none"> <li>- Name entered into Goalnet</li> <li>- Contact details supplied to membership and website, person should have a good understanding of goalkeeping principles, be people friendly and inclusive.</li> <li>- The main contact point for goalkeeping opportunities, training ideas and focal point for goalkeepers at the club</li> </ul>	<input type="checkbox"/> <i>Examples of strategies sighted</i>
<b>7e Does your club facilitate and / or promote at least one Fit4Football 11+ coaches course per year / season?</b> <ul style="list-style-type: none"> <li>- At least 1 programme is delivered by the NZ Football Fit4Football Injury Prevention Team per year / season (can include club coaches, club personnel, club members or the Fit4Football warm up)</li> </ul>	<input type="checkbox"/> <i>Supply date, venue and facilitator to Federation for verification</i>
<b>7f Does your club facilitate and / or promote at least one Fit4Football 11+ Kids coaches course per year / season?</b> <ul style="list-style-type: none"> <li>- At least 1 Fit4Football 11+ Kids Warm Up programme is delivered by the NZ Football Injury Prevention Team per year / season</li> </ul>	<input type="checkbox"/> <i>Supply date, venue and facilitator to Federation for verification</i>

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## 7. FIT4FOOTBALL & COACH DEVELOPMENT CONT...



### CRITERIA

### ✓ EVIDENCE

7g Does your club have coaches or club personnel certified and trained in the Fit4Football 11+ Warm Up programme?

- Club with 500 members or less: At Least 5 club coaches, club personnel or club members are certified and trained in the Fit4Football 11+ Warm Up programme
- Club with over 500 members: At least 10 club coaches, club personnel or club members are certified and trained in the Fit4Football 11+ Warm up programme

Supply date, venue and facilitator to Federation for verification

7h Does your club facilitate and / or promote at least one Fit4Football Concussion Education Session for coaches, players, parents and personnel each year / season?

- At least 1 Fit4Football Concussion Education session is delivered by the NZ Football Fit4Football Injury Prevention Team per year / season

Evidence of at least 3 pieces of concussion awareness information in your clubrooms / social media / club communications

## 8. COMMUNITY ENGAGEMENT & FOOTBALL FOR ALL

### CRITERIA

### ✓ EVIDENCE

8a Has your club identified a girls and women's co-ordinator?

- Name entered into Goalnet
- Contact details supplied to membership & website, person should have a good understanding of most roles in the club, of female football initiatives currently on offer and be people friendly and inclusive
- Evidence there is contact and a relationship with the Federation Women's Development Officer

Person verified in Goalnet and position description sighted

8b Does your club actively promote and / or host New Zealand Football female specific initiatives?

- List initiatives and provide date(s)
- E.g. FIFA Live Your Goals Week, girls-only winter football teams, summer leagues, women's-only coaching courses

Evidence of promotion to membership sighted

8c Does your club provide opportunities for female participation in football to the community?

- List and provide details of some strategies used to approach and source players, volunteers and supporters

Examples of strategies sighted

8d Does your club provide opportunities for members of diverse communities to get involved in football?

- List and provide details of some strategies used to approach and source players, volunteers and supporters from diverse communities

Examples of strategies sighted

8e Does your club facilitate or promote recreational opportunities for juniors (aged 4-12 years) to play football?

- E.g. NZF Holiday Programmes, NZF Fun Football Centres, NZF Football Festivals

List and provide dates of events

8f Has your club established a relationship and / or links with a local primary and / or intermediate school and / or secondary school?

- List and provide details
- Opportunities may include advertising the services offered by your club, sharing of facilities, sharing or providing coaches
- Template of some suggested opportunities provided

Sight evidence of relationship and opportunities undertaken

For the accompanying Quality Club Mark resources go to <http://www.nzfootball.co.nz/quality-club-mark-resources/>