



# 2 STAR ACCREDITED CLUB CHECKSHEET



## 1. LEADERSHIP PLANNING AND FINANCE

### CRITERIA

### ✓ EVIDENCE

1a <b>Does your club have an operational plan?</b> <ul style="list-style-type: none"><li>- Stems from the club strategic plan</li><li>- Does not need to be publicly viewable</li><li>- Presented at club committee meeting</li></ul>	<input checked="" type="checkbox"/> Provide evidence of operational plan <ul style="list-style-type: none"><li>- Evidence this has been shared with committee via meeting minutes</li></ul>
1b <b>Does your club have a financial plan?</b> <ul style="list-style-type: none"><li>- How does your club manage its finances</li><li>- An extension of the club budgeting process</li><li>- Presented at club committee meeting</li></ul>	<input type="checkbox"/> Provide evidence of the club financial plan <ul style="list-style-type: none"><li>- Evidence this has been shared with committee via meeting minutes</li></ul>
1c <b>Has your club undertaken a risk analysis process?</b> <ul style="list-style-type: none"><li>- Club has undertaken an annual risk analysis process</li><li>- Signed off in club committee meeting</li></ul>	<input type="checkbox"/> Provide evidence risk analysis process undertaken and steps put in place to mitigate risks <ul style="list-style-type: none"><li>- Evidence this has been shared with committee via meeting minutes</li></ul>
1d <b>How does your club explain its breakdown of membership fees to its members?</b> <ul style="list-style-type: none"><li>- Club provides membership fee breakdown to its members e.g. affiliation fee amount, amount into coaching, volunteers, club running costs, juniors and women's programmes</li></ul>	<input type="checkbox"/> Evidence a breakdown of membership fees has been provided to membership, including date sent and how this was shared with membership <ul style="list-style-type: none"><li>- Record format and date sent</li></ul>
1e <b>Detail how your club committee monitors and evaluates club performance / KPI's</b>	<input type="checkbox"/> Detail how the club evaluates its performance
1f <b>Does your club provide a welcome and introduction statement to new players, teams, coaches and volunteers?</b> <ul style="list-style-type: none"><li>- Welcome and introduction letter (electronic) to new and existing members annually</li><li>- Club history / biography, important club protocols, club contacts, season dates and special events highlighted in document</li></ul>	<input type="checkbox"/> Welcome and introduction statement sighted, evidence of how this is communicated with new and existing members
1g <b>Does your club have diverse revenue generation methods?</b> <ul style="list-style-type: none"><li>- Club has a suite of sponsors, funders and community partners, player sponsors and similar</li><li>- Partners and sponsors are acknowledged publicly via website, social media or club newsletters</li></ul>	<input type="checkbox"/> Provide evidence of diverse revenue streams the club operates from, and not just 2 - 3 funding sources  Club is not to be reliant on 2 - 3 revenue streams

This criteria is for clubs re-accrediting in Quality Club Mark 2 star

1h <b>Has your club maintained positive equity over the past four financial years?</b>	<input type="checkbox"/> Annual accounts verified through charities or incorporated societies website? <ul style="list-style-type: none"><li>- Evidenced through charities or incorporated societies website</li></ul>
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## 2. FIT4FOOTBALL & COACH DEVELOPMENT



### CRITERIA

### ✓ EVIDENCE

- 2a **Does your club have an active club concussion policy?**
- Have an up to date club concussion policy (one is provided via Fit4Football)
  - Communicate your club concussion policy to all club members and coaches annually
  - Ensure club concussion policy is adhered to by all coaches and players
  - Ensure return to play guidelines and all medical advice are followed accurately by all coaches and players

- The concussion policy has been shared with members

- 2b **Does your club promote coaching as a key component of the club?**
- Evidence the club promotes coaching seriously within the club
  - Discount / subsidy for NZF coaching courses
  - Finds community partners to help subsidise cost
  - Profiles coaches and football leaders on website or social media

- Evidence of club promoting and financially supporting its coaches to upskill

## 3. COMMUNITY ENGAGEMENT & SOCIAL AWARENESS

### CRITERIA

### ✓ EVIDENCE

- 3a **Does your club have an effective waste management and recycling scheme for its clubrooms / facilities**

- Evidence that the club has been through the LiteClub or similar process
- Club has recycling and effective waste management schemes in place

- 3b **Does your club communicate regularly and effectively with its membership, including via social media?**
- Regular newsletter informing members of happenings and opportunities at the club
  - Highlighting the diversity of activities and community engagement aspects of the club
  - Social media training guide shared with persons in charge of club social media, a template is provided

- Evidence of at least 5 club-wide communications annually
- Detail social media methods used and the social media guide template

- 3c **How does your club retain players and coaches at all levels across the club?**

- Evidence of strategies used to stay in contact with the players after season commences

- 3d **Does your club provide learning experiences and subsequent references for volunteers to upskill themselves?**
- Provide evidence of people who have received letters of support / references from the club who have volunteered or contributed at the club

- Letter of support / references sighted

- 3e **Does your club thank council for usage of its facilities?**

- Evidence of annual letter of acknowledgement for use of facilities to local council

- Evidence of annual letter of acknowledgement to local council

- 3f **Does your club engage with key personnel in the community?**

- Evidence of letter of support to the club, e.g. to support funding approaches / applications
- E.g. the Local MP or City Councillor, Justice of the Peace, Police and other community leaders
- A letter of support for the club has been provided by these people e.g. for funding purposes

- List persons and engagement processes undertaken with them
- Evidence of letter of support for club

- 3g **Does your club survey its membership or provide avenues for member feedback?**

- Provide evidence of surveying of club membership and actions undertaken by the club resulting from this

- 3h **How does your club promote social engagement opportunities to its members?**

- Family events
- Not just for adults and alcohol-themed or for the senior team / teams
- E.g. linking in and promotion of other community events
- Club contribution toward charity or community-based activities
- Collaboration with other community groups

- Evidence is collated highlighting varying ways the club provides social engagement opportunities for its members to participate in