



2 STAR ACCREDITED CLUB CHECKSHEET



NEW ZEALAND
FOOTBALL
QUALITY
CLUB MARK

1. LEADERSHIP PLANNING AND FINANCE

CRITERIA

✓ EVIDENCE

1a Does your club have an operational plan?

- Stems from the club strategic plan
- Does not need to be publicly viewable
- Presented at club committee meeting

Provide evidence of operational plan

- Evidence this has been shared with committee via meeting minutes

1b Does your club have a financial plan?

- How does your club manage its finances
- An extension of the club budgeting process
- Presented at club committee meeting

Provide evidence of the club financial plan

- Evidence this has been shared with committee via meeting minutes

1c Has your club undertaken a risk analysis process?

- Club has undertaken an annual risk analysis process
- Signed off in club committee meeting

Provide evidence risk analysis process undertaken and steps put in place to mitigate risks

- Evidence this has been shared with committee via meeting minutes

1d How does your club explain its breakdown of membership fees to its members?

- 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

Evidence a breakdown of membership fees has been provided to membership, including date sent and how this was shared with membership

- Record format and date sent

1e Detail how your club committee monitors and evaluates club performance / KPI's

Detail how the club evaluates its performance

1f Does your club provide a welcome and introduction statement to new players, teams, coaches and volunteers?

- Welcome and introduction letter (electronic) to new and existing members annually
- Club history / biography, important club protocols, club contacts, season dates and special events highlighted in document

Welcome and introduction statement sighted, evidence of how this is communicated with new and existing members

1g Does your club have diverse revenue generation methods?

- Club has a suite of sponsors, funders and community partners, player sponsors and similar
- Partners and sponsors are acknowledged publicly via website, social media or club newsletters

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 Has your club maintained positive equity over the past four financial years?

Annual accounts verified through charities or incorporated societies website?

- Evidenced through charities or incorporated societies website



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2. FIT4FOOTBALL & COACH DEVELOPMENT



CRITERIA	EVIDENCE
<p>2a Does your club have an active club concussion policy?</p> <ul style="list-style-type: none"> - 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 	<p>✓ <i>The concussion policy has been shared with members</i></p>
<p>2b Does your club promote coaching as a key component of the club?</p> <ul style="list-style-type: none"> - 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 	<p>✓ <i>Evidence of club promoting and financially supporting its coaches to upskill</i></p>

3. COMMUNITY ENGAGEMENT & SOCIAL AWARENESS

CRITERIA	EVIDENCE
<p>3a Does your club have an effective waste management and recycling scheme for its clubrooms / facilities</p>	<p>✓ <i>Evidence that the club has been through the LiteClub or similar process</i></p> <ul style="list-style-type: none"> - <i>Club has recycling and effective waste management schemes in place</i>
<p>3b Does your club communicate regularly and effectively with its membership, including via social media?</p> <ul style="list-style-type: none"> - 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 	<p>✓ <i>Evidence of at least 5 club-wide communications annually</i></p> <ul style="list-style-type: none"> - <i>Detail social media methods used and the social media guide template</i>
<p>3c How does your club retain players and coaches at all levels across the club?</p>	<p>✓ <i>Evidence of strategies used to stay in contact with the players after season commences</i></p>
<p>3d Does your club provide learning experiences and subsequent references for volunteers to upskill themselves?</p> <ul style="list-style-type: none"> - Provide evidence of people who have received letters of support / references from the club who have volunteered or contributed at the club 	<p>✓ <i>Letter of support / references sighted</i></p>
<p>3e Does your club thank council for usage of its facilities?</p> <ul style="list-style-type: none"> - Evidence of annual letter of acknowledgement for use of facilities to local council 	<p>✓ <i>Evidence of annual letter of acknowledgement to local council</i></p>
<p>3f Does your club engage with key personnel in the community?</p> <ul style="list-style-type: none"> - 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 	<p>✓ <i>List persons and engagement processes undertaken with them</i></p> <ul style="list-style-type: none"> - <i>Evidence of letter of support for club</i>
<p>3g Does your club survey its membership or provide avenues for member feedback?</p>	<p>✓ <i>Provide evidence of surveying of club membership and actions undertaken by the club resulting from this</i></p>
<p>3h How does your club promote social engagement opportunities to its members?</p> <ul style="list-style-type: none"> - 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 	<p>✓ <i>Evidence is collated highlighting varying ways the club provides social engagement opportunities for its members to participate in</i></p>