



Department of
Sport and Recreation



Annual Club Profile (2017)

Club Name:		
Contact Person:	Position:	
Telephone Number:	Email:	
Club Postal Address:		
Club Telephone Number:	Club Email:	Club Website:

Executive Committee

President	Name:	Secretary	Name:
	Phone:		Phone:

	Email:		Email:
Vice President	Name:	Treasurer	Name:
	Phone:		Phone:
	Email:		Email:

Administration	Please tick or cross			Comments/ Actions
	Yes	No	In Progress	
Are you incorporated under state law?				Incorp No. -
Is your club constitution up to date and relevant?				
Does the board / committee have a meeting procedure?				
Does your club have job descriptions/ position statements for all volunteer positions?				
Has your club completed the Australian Sports Commission's online Club Health Check? (www.ausport.gov.au)				If yes, when?

Members Profile			
Number of Active Members		Number of Social Members	
Number of Volunteers		Number of Disabled Members	
Number of Indigenous Members		Number of Seniors (Over 55)	
Number of Women		Number of Youth under 18 years	

**If possible can you provide the total number of members of your club for the past 6 years
(To determine if a trend exists)**

2011:	2012:	2013:
2014:	2015:	2016:

Please place an A next to each month your season runs for, if your club has two seasons, mark B for the second season:

January		February		March		April	
May		June		July		August	
September		October		November		December	

	Yes	No	N/A	Comments/ Actions
Have you made a booking to the Shire for the use of facilities the upcoming season?				
Have you submitted your club's member's list to the Shire for the upcoming season?				

Facility Management	Yes	No	Not Applicable	Comments/ Actions
Is your club a part of a Ground Management Committee?				
Are your Club's facilities covered by a lease arrangement?				If "Yes" when is the expiry date?
Does your club have a "sinking fund" for the renewal / repair of the facilities the club uses?				If "Yes", what is the current balance? \$
Does your club have any of the following facilities: <ul style="list-style-type: none"> - Floodlights - Clubrooms - Is it a multiuser facility? If yes, please list what other groups / sports:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Planning	Yes	No	In Progress	Comments/ Actions
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Does your club have a current business plan?				
How often would your club review the plan?				
Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	End of the season
			<input type="checkbox"/>	Yearly
				Never
			<input type="checkbox"/>	<input type="checkbox"/>
Would you be willing to involve the Club Development Officer to offer ideas/ feedback in your clubs next Business plan?				

Policies and Guidelines

While not a comprehensive list, does your club have written guidelines or policies (including those set out by your state body) on:

Please Note: If answered no, the Club Development Officer will send out a generic policy or guideline

	Yes	No
Anti-harassment (racial, sexual, cultural, religious, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Child protection (ie Working with Children Checks)	<input type="checkbox"/>	<input type="checkbox"/>
Health related issues (anti-smoking, alcohol awareness)	<input type="checkbox"/>	<input type="checkbox"/>
Financial processes	<input type="checkbox"/>	<input type="checkbox"/>
Codes of Conduct for players, coaches and spectators	<input type="checkbox"/>	<input type="checkbox"/>
Inclusiveness/ services for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Dispute Resolution (ie tribunal, complaints etc)	<input type="checkbox"/>	<input type="checkbox"/>

Insurance	Yes	No	In Progress	Comments/ Actions
Does your club have adequate Insurance (ie Public Liability, building and/or equipment, volunteer)?				
Has Public Liability Insurance cover been provided to the Shire, if necessary? (In most cases public liability is				

covered through affiliation with your peak body).				
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Education and Training	Yes	No	In Progress	Comments/ Actions
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Do you have a policy for the training and accreditation of instructors, coaches and officials through various accrediting bodies?				
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How many coaches does your club have, and is the number sufficient?

How many qualified coaches does your club have and would you like help getting more coaches qualified?

Finance	Yes	No	In Progress	Comments/ Actions
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Does your club have procedures in place to monitor and control spending, such as:				
- Spending limits for office holders?	<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"/>	

Does your club:				
- Prepare an annual budget?	<input type="checkbox"/>	<input type="checkbox"/>		
- Prepare an annual financial report to the committee?	<input type="checkbox"/>	<input type="checkbox"/>		
- Have it's financial statements audited?	<input type="checkbox"/>	<input type="checkbox"/>		

Member Fees

Team (ie Snr/Jnr)	Registration Fees	Match/ Entry Fees	Insurance Fees	Uniforms / equipment
	\$	\$	\$	\$
	\$	\$	\$	\$

Advertising/ Promotion	Yes	No	Comments/ Actions
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How does your club normally try to attract members/ players?			
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<ul style="list-style-type: none"> - Mail-outs / Advertising - Schools - Club website - Word of mouth - Other (please list) 			
What is the most effective method your club uses to attract new members?			
Does your club use email / Facebook / Twitter to communicate with members? If yes, for what type of information do you use it?			

Please list which workshop topics would be of interest to your club:

Meetings		Grants / Funding		Sponsorship		Volunteer Management	
Coaching		Committee Positions		Social Media		Officials	
Risk Management		Finance Management		Insurance		Marketing	
Policy / Procedure Dev		Constitution / New laws		Child Protection		Inclusion	
Other Topics:							

To help the City organise future workshops / seminars, can you please advise which of the following times and days most suit your club:

Which days of the week most suits your club to attend a workshop / seminar?	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Which days of the week least suits your club to attend a workshop / seminar?	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
What time would most suit your club to attend a workshop / seminar?	Morning			Afternoon			Evening							

How else can the CDO assist your Club?
Please provide further comments or call the CDO on 9169 1868.

After completion please return to:

CRC Club Development Officer

PO Box 1149

Kununurra WA 6743 or email:

Clubdevelopment@kununurracrc.net.au