Club Health Check 2012

INTRODUCTION

Australian Rugby actively seeks ways to support, develop, and recognise our Rugby clubs and volunteers in developing and promoting our sport.

We understand the development of our clubs is integral to the success of Rugby Union in Australia.

CLUB HEALTH CHECK

The Club Health Check has been developed to assist Rugby clubs and volunteers in the continuous improvement of their club. The Club Health Check provides clubs with the following benefits.

1. Allows clubs to identify their own strengths and weaknesses through self-assessment,

2. Identifies club management practices in need of improvement, and enable clubs to be provided with a sample action plan of strategies/initiatives to address these practices, and

3. Recognises clubs for taking a holistic approach to club improvement by providing recognition through Club Health Awards.

KEY ASSESSMENT AREAS

Clubs are invited to self-assess their club management practices in six (6) key assessment areas that form the cornerstone of "best practice" club management, including:

A. RUGBY PLAYERS – Examining the importance of club planning, retaining/recruiting members, and providing pathway opportunities.

B. CLUB ADMINISTRATION – Developing the necessary administration procedures and governance to effectively manage a club.

C. RUGBY OPERATIONS – Emphasising the need to provide quality coaches/match officials, match management and match day medical.

D. CLUB FINANCES – Identifying quality finance practices, and focusing on revenue generation opportunities through fundraising, sponsorship and grants.

E. VOLUNTEERS – Ensuring best practice volunteer management practices are evident.

F. MARKETING AND PROMOTION – Raising profile and community awareness to benefit your club and members.

It must be remembered that a good mix across these key assessment areas is important for a club to be operating successfully.

CLUB HEALTH AWARDS

Australian Rugby will recognise club achievements through the presentation of Club Health Awards.

GOLD 86% - 100%
SILVER 76% - 85%
BRONZE 66% - 75%
GREEN 51% - 65%
ENTRY 0% - 50%

HOW TO USE THE CLUB HEALTH CHECK

This survey tool aims to provide clubs with a simple way to participate in the Club Health Check.

Questions are YES / NO responses and ALL questions are COMPULSORY.

Some questions may require additional information depending on your response.

BEFORE YOU BEGIN

You can download a copy of the Club Health Check survey to review or complete with your club committee, PRIOR TO commencing the online survey.

Visit www.rugby.com.au/clubhealthcheck.

COMPLETING THE SURVEY

The Club Health Check survey consists of approximately 50 questions over the 6 Key Assessment Areas.

Questions are weighted according to the importance of each club management practice to contribute to the effective management of the club.

It is estimated to take 20-30 mins to complete depending on pre-work.

Important Note: You are unable to save your progress on the online survey.

NAVIGATION

To best use this survey, you will need to navigate through the pages using the tabs at the bottom. Once you have answered all of the questions on a page, click the next button to move to the next page.

To return to a previous page, please use the previous button at the bottom.

Please DO NOT use the forward and back buttons on your internet browser. Using the forward or back buttons on your internet browser will delete all of your information!

ACKNOWLEDGEMENT

Australian Rugby would like to acknowledge the contribution of the Queensland Rugby Union in the development of the Club Health Check.

If you have any additional questions, or wish to speak to somebody about the Club Health Check contact:

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Club Health Check 2012

CLUB DETAILS

1. Your Club Details

Club Name:

Suburb/Town:

Postcode:

Website Address:

2. Your Contact Details

Your Name:

Contact Number:

E-mail Address:

3. Your Position at Club

- President
- Vice-President
- Secretary
- Treasurer
- Registrar
- Committee Member
- Administrator
- Rugby Manager
- General Manager
- Coach Coordinator
- Coach
- Other

4. In which State/Territory does your club COMPETE IN for your regular club competition?

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA

5. Does your club provide rugby union for?

- Seniors and Juniors
- Seniors only (18yrs plus)
- Juniors only (18yrs and below)

Club Health Check 2012

A. RUGBY PLAYERS

Rugby Players examines the importance of the following areas; including:

* Club Planning
* Retention & Recruitment, &
* Pathway Opportunities.

1. CLUB PLANNING

Does your club have documented Strategic Plan that is currently in use by the club?

- YES = 1 point
- NO = 0 points

2. Does your club have documented Operation Plan that is currently in use by the club?

- YES = 3 points
- NO = 0 points

3. Did your club prepare an annual club calendar outlining key activities, events and deadlines for the year?

- YES = 3 points
- NO = 0 points

4. RETENTION & RECRUITMENT

Did your club have a player retention and recruitment plan this season?

- YES = 3 points
- NO = 0 points

5. Did your club dedicate resources (human & financial) towards the recruitment and retention of players this season?

- YES = 3 points
- NO = 0 points

6. Did your club take planned actions (letters, email, phone calls, events) prior to the start of the season to invite players/coaches/managers back to your club?

- YES = 1 point
- NO = 0 points

7. Did your club work with local schools to improve club-school linkages to aid in the recruitment of new players?

- YES = 1 point
- NO = 0 points

8. Did your club engage with your local Development Officer to assist with recruitment initiatives?

- YES = 1 point
- NO = 0 points

9. PATHWAY OPPORTUNITIES

Did your club provide opportunities for players to participate in carnivals and representative programs outside regular club competition?

- YES = 1 point
- NO = 0 points

B. CLUB ADMINISTRATION

Club Administration focuses on developing the necessary administration procedures and governance to effectively manage a club, including:

* Club Committee
* Governance &
* Policies and Procedures.

1. CLUB COMMITTEE

Does your club fill all positions on your club committee (eg President, Secretary, Treasurer, etc), as required under your club constitution?

- YES = 1 point
- NO = 0 points

2. Does your club committee hold regular meetings, set formal agendas, and ensure accurate minutes are kept and circulated?

- YES = 1 point
- NO = 0 points

3. GOVERNANCE

Is your club incorporated under state law?

- YES = 3 points
- NO = 0 points

4. Does your club have a current up-to-date constitution?

- YES = 1 point
- NO = 0 points

5. Does your club conduct an Annual General Meeting and provide an Annual Report for members each year?

- YES = 1 point
- NO = 0 points

6. POLICIES & PROCEDURES

Does your club ensure all members (players, parents, coaches, managers, volunteers) are aware of Rugby's Code of Conduct?

- YES = 3 points
- NO = 0 points

7. Does your club have formal procedures for the management of poor behaviour and handling of complaints?

- YES = 1 point
- NO = 0 points

8. Does your club have procedures in place to meet the statutory requirements for Working With Children Checks and/or Responsible Service of Alcohol (RSA) training?

- YES = 3 points
- NO = 0 points

9. Does your club register all players and volunteers (coaches, managers, committee, etc) on the MyRugbyAdmin (MRA) database?

- YES = 3 points
- NO = 0 points

C. RUGBY OPERATIONS

Rugby Operations focuses on the development of club coaches and referees and providing quality match management, including:

* Coach & Match Official Education
* Match Operations &
* Match Day Medical.

1. COACH & MATCH OFFICIAL EDUCATION

Do all your club coaches/referees have current SmartRugby qualifications (U8s and above)?

- YES = 3 points
- NO = 0 points

2. Does your club actively encourage your coaches to undertake relevant coaching qualifications (eg Coaching Kids Rugby, Foundation, Level 1, 2 or 3)?

- YES = 1 point
- NO = 0 points

3. MATCH OPERATIONS

Does your club complete an annual safety audit of all facilities, amenities, playing fields, equipment, etc prior to the start of the season?

- YES = 1 point
- NO = 0 points

4. Does your club have risk management protocols to ensure that all playing fields are clear of obstacles and safe for training & games?

- YES = 3 points
- NO = 0 points

5. Does your club appoint a (clearly identifiable) Match Day Manager for match days?

- YES = 1 point
- NO = 0 points

6. MATCH DAY MEDICAL

Does your club provide qualified first aid personnel (or higher qualified medical practitioner) for all matches?

- YES = 3 points
- NO = 0 points

7. Does your club provide ALL of the following medical requirements for all matches, as outlined in the ARU Medical & Safety Recommendations?

*** First aid kit**
*** Ice**
*** Stretcher (preferable scoop stretcher) for use by trained personnel**
*** Emergency contacts for nearest hospital, doctor, dentist, etc**
*** Telephone (for use in emergency)**
*** Emergency vehicle access for Ambulance providing clear entry**

- YES = 3 points
- NO = 0 points

8. Does your club have clear procedures for reporting and follow-up of accidents/injuries?

- YES = 1 point
- NO = 0 points

D. CLUB FINANCES

Club Finances identifies quality financial practices, and focuses on revenue generation opportunities, including:

*Financial Practices
*Fundraising
*Sponsorship &
*Grants.

1. FINANCAL PRACTICES

Does you club implement financial controls to monitor and control spending at your club, including:

*** spending limits for various personnel**
*** at least 2 signatories for payment transactions**
*** purchase orders for all expenditure items**
*** monthly financial reports.**

- YES = 1 point
- NO = 0 points

2. Does your club submit audited financial statements annually to members (in accordance with its constitutional and legal requirements)?

- YES = 3 points
- NO = 0 points

3. Did your club show a positive return in your last financial report?

- YES = 1 point
- NO = 0 points

4. FUNDRAISING

Does your club collect player fees from all registered players?

- YES = 3 points
- NO = 0 points

5. Does your club conduct fundraising activities to generate extra revenue (in addition to collecting player fees, sponsorship and grants)?

- YES = 1 point
- NO = 0 points

6. SPONSORSHIP

Does your club generate additional revenue (cash or in-kind) from club sponsorship?

- YES = 3 points
- NO = 0 points

7. Does your club have a formal sponsorship proposal outlining the categories of sponsorships available with the club?

- YES = 1 point
- NO = 0 points

8. Does your club have formal sponsorship agreements (with sponsors) clearly outlining the obligations of both club and sponsor?

- YES = 1 point
- NO = 0 points

9. GRANTS

Has your club APPLIED for grant funding (for facilities, equipment, volunteer grants, etc) in the last 12 months?

- YES = 3 points
- NO = 0 points

10. Has your club RECEIVED grant funding (for facilities, equipment, volunteer grants, etc) in the last 12 months?

- YES = 1 point
- NO = 0 points

E. VOLUNTEERS

Volunteers examines best practice volunteer management practices, including:

*Volunteer Management
*Recruitment
*Selection & Screening
*Orientation
*Training & Development
*Recognition &
*Retention & Replacement.

1. VOLUNTEER MANAGEMENT

Does your club have a dedicated Volunteer Coordinator, or allocate the volunteers portfolio to a committee member?

- YES = 3 points
- NO = 0 points

2. Does your club have a Volunteer Management Action Plan (documented set of strategies) to recruit, train and retain volunteers?

- YES = 3 points
- NO = 0 points

3. RECRUITMENT

Does your club have clearly defined opportunities for volunteer involvement in your club?

- YES = 1 point
- NO = 0 points

4. SELECTION & SCREENING

Does your club collate a volunteers database to match their skills, experience and interests with volunteer positions available at the club?

- YES = 1 point
- NO = 0 points

5. ORIENTATION

Does your club provide a Volunteer Orientation / Induction for new club volunteers?

- YES = 3 points
- NO = 0 points

6. Does your club have position descriptions for all volunteers, outlining their role, responsibilities, and time commitments?

- YES = 1 point
- NO = 0 points

7. TRAINING & DEVELOPMENT

Does your club actively encourage and provide opportunities for education, training and development for volunteers (ie coaches, match officials, committee members)?

- YES = 1 point
- NO = 0 points

8. RECOGNITION

Does you club conduct regular activities during the season to "thank" your volunteers?

- YES = 1 point
- NO = 0 points

9. RENTENTION & REPLACEMENT

Does your club have succession plans for the replacement of key club volunteers? (eg committee members, coaches, etc)

- YES = 3 points
- NO = 0 points

F. MARKETING & PROMOTION

Club Marketing and Promotion focuses on raising profile and community awareness to benefit your club and members, including:

*Communications
*Club Membership
*Community Engagement.

1. COMMUNICATIONS

Does your club have an up-to-date website?

- YES = 3 points
- NO = 0 points

2. Does your club provide a regular (weekly, fortnightly or monthly) newsletter/e-newsletter for members during the season?

- YES = 3 points
- NO = 0 points

3. Does your club provide regular (weekly, fortnightly or monthly) media releases / new items for publication in your local/regional newspaper?

- YES = 1 point
- NO = 0 points

4. CLUB MEMBERSHIP

Does your club provide a club handbook for players/parents, outlining information on the club, membership rules, conduct, etc?

- YES = 3 points
- NO = 0 points

5. Does your club offer additional benefits of membership to players/members (eg sponsor discounts, loyalty program, etc)?

- YES = 1 point
- NO = 0 points

6. Is your club an "inclusive" community sporting club providing opportunities for inclusion of participants of all ages, genders, cultures, abilities and disabilities to be involved?

- YES = 1 point
- NO = 0 points

7. Is your club an accredited 'Good Sports' club? The Good Sports Program (www.goodsports.com.au) aims to develop safer, friendly and healthier community sporting clubs through innovative alcohol management programs for clubs.

- YES = 1 point
- NO = 0 points

8. COMMUNITY ENGAGEMENT

Does your club have established relationships with local council, members of parliament (Local, State & Federal), local schools, and community groups?

- YES = 1 point
- NO = 0 points

9. Does your club regularly invite local councillor, members of parliament, school and community contacts, and sponsors to club activities (eg home games, annual dinner, special events)?

- YES = 1 point
- NO = 0 points