

# Champion Clubs Guide

Checklists for your Club

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## Volunteers

| <b>CHECKLIST: Does your club have?</b>  | <b>Yes</b> | <b>No</b> | <b>In progress</b> |
|---|------------|-----------|--------------------|
| <b>Role descriptions and responsibilities</b>   |            |           |                    |
| <b>Estimated time for each role</b>   |            |           |                    |
| <b>Organisational structure</b>   |            |           |                    |
| <b>A succession map for volunteer positions</b>   |            |           |                    |
| <b>Does the club provide development opportunities to allow volunteers to upskill and fulfil their obligations?</b> |            |           |                    |

## Governance

| <b>CHECKLIST: Does your club demonstrate Good Governance by:</b> | <b>Yes</b> | <b>No</b> | <b>In progress</b> |
|--|------------|-----------|--------------------|
| <b>Being incorporated</b>  |            |           |                    |
| <b>Being affiliated with a state body</b>                        |            |           |                    |
| <b>Having an up to date constitution</b>                         |            |           |                    |
| <b>Holding an AGM in line with your club's constitution?</b>     |            |           |                    |
| <b>Having policies that cover the following topics:</b>          |            |           |                    |
| • <b>Financial management/ Financial control</b>                 |            |           |                    |
| • <b>Complaints handling</b>                                     |            |           |                    |
| • <b>Member protection/screening</b>                             |            |           |                    |
| • <b>Codes of conduct</b>  |            |           |                    |
| <b>Having the following policies where required:</b>             |            |           |                    |
| • <b>Alcohol Management Policy</b>                               |            |           |                    |
| • <b>Communication Policy</b>                                    |            |           |                    |
| <b>Maintaining a "Risk Register"</b>                             |            |           |                    |
| <b>Maintain a "Working with Children's Register"</b>             |            |           |                    |

## Planning

| <b>CHECKLIST: Does your club have evidence of planning?</b>                   | <b>Yes</b> | <b>No</b> | <b>In progress</b> |
|---|------------|-----------|--------------------|
| <b>Mission Statement / Values clear and promoted</b>                          |            |           |                    |
| <b>Goals outlined – supported by timeframes and, resources</b>                |            |           |                    |
| <b>All stakeholders have an opportunity to input into planning</b>            |            |           |                    |
| <b>Strategic Plan</b>   |            |           |                    |
| <b>Business Plan</b>  |            |           |                    |
| <b>Succession Planning</b>  |            |           |                    |
| <b>Regular reviews of all planning documents</b>                              |            |           |                    |
| <b>Planning documents referred to in meetings, decision making situations</b> |            |           |                    |
| <b>Planning process and documents transparent and available to members</b>    |            |           |                    |

| <b>Goal</b>                         | <b>Strategies/Action</b>         | <b>KPI</b>             | <b>Responsibilities</b>               | <b>Timeline</b>                      | <b>Resources</b>  |
|-------------------------------------|----------------------------------|------------------------|---------------------------------------|--------------------------------------|---|
| <b>What do you want to achieve?</b> | How are you going to achieve it? | Measuring your success | Who is tasked to achieving this goal? | When do you want to achieve this by? | Is there a cost or what is required to achieve this goal? |
|                                     |                                  |                        |                                       |                                      |   |
|                                     |                                  |                        |                                       |                                      |   |
|                                     |                                  |                        |                                       |                                      |   |

## Communication and Marketing

| <b>CHECKLIST: Does your club?</b>  | <b>Yes</b> | <b>No</b> | <b>In progress</b> |
|--|------------|-----------|--------------------|
| Have one person assigned to communicating all club information to members? |            |           |                    |
| Have a brand/ clear message you'd like to portray to the community?        |            |           |                    |
| Have more than one form of communication channel?                          |            |           |                    |
| Have generic club email addresses for committee members?                   |            |           |                    |
| Have a good relationship with sponsors?                                    |            |           |                    |
| Keep in regular contact with your sponsors?                                |            |           |                    |
| Set fundraising goals for the season?                                      |            |           |                    |

## Policies

| <b>CHECKLIST: Does your club?</b>  | <b>Yes</b> | <b>No</b> | <b>In progress</b> |
|--|------------|-----------|--------------------|
| Display your Code of Conduct to all members, volunteers and parents?   |            |           |                    |
| Have a clear Member Protection Policy? <ul style="list-style-type: none"> <li>Do you know who your club's MPP Officer is?</li> </ul>   |            |           |                    |
| Have a Communications Policy?  |            |           |                    |
| Have an Inclusion Policy?  |            |           |                    |
| Have a Healthy Club policy to address: <ul style="list-style-type: none"> <li>Smoking</li> <li>Sun protection</li> <li>Injury prevention</li> <li>Alcohol and other drugs</li> <li>Healthy eating</li> </ul> |            |           |                    |

## Committees

| <b>CHECKLIST: Does your committee have good meetings?</b>   | <b>Yes</b> | <b>No</b> | <b>In progress</b> |
|---|------------|-----------|--------------------|
| <b>Do your committee members know to send agenda items to the secretary at least one week before the meeting?</b>                                 |            |           |                    |
| <b>Are reports (for the upcoming meeting) sent to the secretary at least one week before the meeting?</b>   |            |           |                    |
| <b>Is the agenda compiled (including any written reports) and sent out to committee members at least a few days before the meeting?</b>           |            |           |                    |
| <b>Do you know what your quorum is?</b>   |            |           |                    |
| <b>Does your meeting have a time limit set? (beginning and end time)</b><br><b>Does your Chair keep the meeting on track and on time?</b>         |            |           |                    |
| <b>Does your treasurer provide proof that the actual bank balance reconciles with the balance sheet?</b>  |            |           |                    |
| <b>Are these reports motioned for acceptance and then passed?</b>   |            |           |                    |
| <b>Are copies of the previous meetings minutes made available prior or at the meeting?</b>  |            |           |                    |
| <b>Are these then formally accepted, with amendments/adjustments as arising?</b>  |            |           |                    |
| <b>Does the Chair sign off on these accepted minutes?</b>   |            |           |                    |
| <b>Are important items (that involve policy, process or finances) resolved with a motion and vote?</b>  |            |           |                    |
| <b>Is everyone encouraged to have a say without fear of retribution?</b>  |            |           |                    |
| <b>Does the Chair manage the even contribution of for and against discussion when a motion is proposed?</b>                                       |            |           |                    |
| <b>Do members advise of a conflict of interest when it arises?</b><br><b>Is conflict of interest dealt with in a transparent and fair manner?</b> |            |           |                    |

## Finance

| <i>CHECKLIST: Does your club?</i>   | Yes | No | In progress |
|---|-----|----|-------------|
| Develop and adopt a budget annually?  |     |    |             |
| Make available the following reports monthly for the committee to review: <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Profit and Loss</li> <li>• Receivables and Payables List</li> </ul> |     |    |             |
| Have multiple people with the ability to review the bank accounts?  |     |    |             |
| Ensure payments require two signatories?  |     |    |             |
| Have a finance policy?  |     |    |             |
| Have its reports reviewed or audited?   |     |    |             |

## Inclusion

| <i>CHECKLIST: Is your club?</i>  | Yes | No | In progress |
|--|-----|----|-------------|
| Inclusive regardless of age, gender, race and ability?                           |     |    |             |
| Providing inclusive training opportunities to support volunteers in their roles? |     |    |             |
| Encouraging people from all backgrounds to become involved in your committee?    |     |    |             |
| Promoting the diversity of your club through communications channels?            |     |    |             |
| Affordable for a range of people?  |     |    |             |

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