





# smart clubs

***A well-organised club is the key to an enjoyable, vibrant, and balanced sport and recreation environment!***

As an operator within the sport and recreation industry in Western Australia, you are faced with increasing pressure to use business principles to manage programs and services. Taking time to address organisational issues will help your club/group manage risks, be sustainable, avoid conflicts, and provide appropriate service to your members and the community.

Not sure where to start? Use this checklist to quickly identify areas within your club/group that are being done well, and those that are not.

By using this tool, you have taken the first step towards becoming a *Smart Club*.

Complete the following checklist on behalf of your club, operation or recreation group.





## ✓ Checklist

	YES	NO	IN PROGRESS
<b>1 PLANNING</b>			
• Do you spend time planning for future development and funding opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a budget beyond the current year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a yearly plan that sets out what you will do and how you are going to do it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If so, do you regularly assess the progress of your plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a planning checklist for major events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 ADMINISTRATION</b>			
• Are you incorporated under State law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is your constitution up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a current set of by-laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does your management committee follow agreed meeting procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does someone record minutes at meetings and circulate them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you aware of the legal requirements resulting from incorporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have job descriptions or duty statements for your volunteers, committee members and/or personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you actively recruit new committee members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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## 3 POLICIES AND GUIDELINES

While not a comprehensive list, have you considered guidelines for your club/group on:

	YES	NO	IN PROGRESS
• anti-harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• child protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• health related issues (i.e. anti-smoking, sun protection, alcohol and drug awareness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• financial processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• complaints handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• committee members duties and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• codes of conduct for athletes, participants, coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• volunteer management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Department of Sport and Recreation is in the process of developing generic policies that your club/group may wish to consider using. Please refer to the "What Next?" section for further information.





## ✓ Checklist

	YES	NO	IN PROGRESS
<b>4 FINANCE</b>			
• Do you use mechanisms to monitor and control spending, such as:			
– spending limits for various personnel?	<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"/>
– purchase orders for all expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you:			
– keep an accurate set of accounting books or have a computer accounting system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– revise the budget, as required, throughout the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– present and interpret regular financial reports to the committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a good knowledge of relevant government funding available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a sponsorship policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5 INSURANCE</b>			
• Do you have public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have adequate building and/or equipment insurance to cover all potential risks (i.e. theft, fire, weather damage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have insurance to protect the professional conduct of directors, coaches, officials and other key volunteers/personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have injury insurance for players, instructors and officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do your insurance policies cover both regular activities and special events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	YES	NO	IN PROGRESS
<b>6 SAFETY</b>			
• Do you have first aid resources available at all facilities/events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you encourage and support the training of volunteer members in first aid, sports training, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you nominated one or more accredited First Aid Officers or sports trainers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you regularly conduct risk/safety checks on facilities and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>7 FACILITY MANAGEMENT</b>			
Complete this section if you have regular access to, or manage, a facility.			
• Are your facilities and equipment checked regularly and maintained to a safety standard? (see Safety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have an up-to-date asset register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If leasing your facility, have you considered provisions beyond your lease agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a management plan for your facility that includes a detailed asset maintenance schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can your facility achieve long-term sustainability via high use and financial returns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





## ✓ Checklist

	YES	NO	IN PROGRESS
<b>8 MEMBER/CLIENT FOCUS</b>			
• Are your members/clients aware of the services you offer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you target special interest groups – i.e. people with disabilities, Indigenous people, women, seniors, regional members/clients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do your members/clients know your committee members and/or key personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a website and/or email facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a database for sourcing and using membership client information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9 EDUCATION AND TRAINING</b>			
• Do you have a set policy for the training of volunteer members and/or personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you encourage the accreditation of instructors, coaches, and officials through various accrediting bodies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you encourage the training of committee members, volunteers and/or personnel in specific areas of development such as:			
– financial management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– conducting meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– volunteer management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– sponsorship and fundraising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– event management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– marketing and promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– legal issues and risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– committee management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– use of technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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## What Next?

If you answered YES to most of the questions in this checklist, **well done!** You are well on your way to becoming a **Smart Club**.

If you have answered NO or IN PROGRESS to any of the questions, you can use the attached Smart Clubs Action Plan template to plan how your club will address these areas that need improving.

Simply transfer to the Action Plan the questions to which you answered NO or IN PROGRESS and identify what actions need to be taken, who is to take responsibility and in what timeframes. This plan will help your club/group to prioritise and set realistic goals to improve.

The Department of Sport and Recreation has identified a number of easy-to-use resources to help your club/group improve. For further information, for hotlinks to other key agencies and to find out about upcoming seminars/ courses visit the website [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au)

Assistance can also be provided to your club/group by your peak recreation body, state or regional sporting association or local government authority.

## Feedback

If you are completing this checklist at a development workshop, or as part of your sport or recreation planning process, please provide the following information:

CLUB/GROUP NAME:

MAIN SPORT OR RECREATION ACTIVITY:

YOUR NAME:

POSITION WITHIN ORGANISATION:

PHONE (day):

PHONE (evening):

MOBILE:

EMAIL:

DATE COMPLETED:



# Action Plan

Identify specific tasks that will improve your club's performance in the areas you have identified in the Smart Clubs Management Checklist. Include short and long term actions. Specify who will do these tasks and provide a timeline. Please photocopy this sheet if you need more space to write your responses.

<b>Identify questions you answered 'NO' or 'NOT SURE'</b>	<b>Actions</b> Tasks to improve your club's performance	<b>When?</b> Set some dates	<b>Who will do these tasks?</b>	<b>Comments</b> Include any advice to help put these tasks into practice



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## Department of Sport and Recreation

Perry Lakes Stadium  
Meagher Drive, Floreat  
Western Australia  
PO Box 66  
Wembley WA 6913  
Tel: 9387 9700  
Fax: 9387 9726  
info@dsr.wa.gov.au  
www.dsr.wa.gov.au

### GASCOYNE

1st Floor  
Gascoyne Memorial Centre  
14 Robinson Street  
PO Box 140  
Carnarvon WA 6701  
Tel: 9941 2153  
Fax: 9941 4055  
gascoyne@dsr.wa.gov.au

### GOLDFIELDS

Goldfields Sports House  
25 Porter Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: 9021 5399  
Fax: 9021 5335  
goldfields@dsr.wa.gov.au

### GREAT SOUTHERN

SportRec House  
1st Floor  
234 Stirling Terrace  
Albany WA 6330  
Tel: 9841 6800  
Fax: 9842 1660  
greatsouthern@dsr.wa.gov.au

### KIMBERLEY

Shop 24  
Kununurra Shopping Centre  
Konkerberry Drive  
PO Box 1127  
Kununurra WA 6743  
Tel: 9168 1987  
Fax: 9168 3035  
kimberley@dsr.wa.gov.au

### MID WEST

Mid West Sports House  
77 Marine Terrace  
PO Box 135  
Geraldton WA 6531  
Tel: 9964 5333  
Fax: 9921 6555  
midwest@dsr.wa.gov.au

### PEEL

Suite 3  
The Endeavor Centre  
94 Mandurah Terrace  
PO Box 1445  
Mandurah WA 6210  
Tel: 9535 3309  
Fax: 9535 9688  
peel@dsr.wa.gov.au

### PILBARA

Water Corporation Building  
1 Welcome Road  
PO Box 294  
Karratha WA 6714  
Tel: 9185 0194  
Fax: 9185 0198  
pilbara@dsr.wa.gov.au

### SOUTH WEST

80A Blair Street  
Bunbury WA 6230  
Tel: 9791 7100  
Fax: 9791 7963  
southwest@dsr.wa.gov.au

### WHEATBELT

297 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: 9622 0150  
Fax: 9622 0160  
wheatbelt@dsr.wa.gov.au

