



Accreditation Tool

Bronze



ClubMark is designed to build capability and sustainability; to identify areas of potential growth and recognise best practice.

The aim of ClubMark is to strengthen and support all aspects of the Clubs organisation including:

Increasing membership/participation;
Strengthening its financial base;
Promotion in and to the community;
Ensuring the safety of members and players.

Using the Accreditation Tool

The Accreditation Tool provides a format for clubs to assess its current performance across the seven key measurement areas: Planning for Success, Looking after Volunteers, Growing the Club, Developing Coaches and Umpires, Playing the Game, Facilities and Well Being of Club Members.

Within each of these areas is a series of key components that must be evaluated and be given a “YES” or “NO” rating (there may be some components which can be given a N/A as these may not be relevant to some clubs).

If a component is marked “NO” it means that area has been identified as requiring development and will be included in the ‘Action Plan’ which is developed by the Sport Development Advisor and forwarded to the club after the initial audit is completed.

The Sport Development Advisor will:

Identify areas that require further development;
Provide necessary resources;
Link clubs appropriate training
Support the club to grow participation;
Ensure that the club is recognised for its success.

To achieve **Bronze** accreditation:

A club needs to achieve a “YES” rating in all relevant components of the seven areas.

BRONZE ClubMark – Accreditation Tool

Club: _____ Completed by _____ Date: _____

Section 1: Planning for our Success

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	a) Planning	<ul style="list-style-type: none"> • Our Club has a current long-term club plan stating our vision, goals and objectives 	Long term club plan	<input type="checkbox"/>	<input type="checkbox"/>
	b) Finances	<ul style="list-style-type: none"> • Our Club has an annual budget of income and expenditure and this includes: <ul style="list-style-type: none"> ○ provision for annual maintenance of facilities ○ provision for capital replacement (replacement of playing surfaces / club house etc) • Our Club has a person with experience and capability in financial management 	Annual Budget (approved by board/committee)	<input type="checkbox"/>	<input type="checkbox"/>
			Budget	<input type="checkbox"/>	<input type="checkbox"/>
Budget			<input type="checkbox"/>	<input type="checkbox"/>	
	c) Sponsorship & Grants	<ul style="list-style-type: none"> • Our Club is actively seeking alternative sources of funding • Our Club is actively applying for grants • Our Club has an audit process for any grants received 	A qualification and/or experience	<input type="checkbox"/>	<input type="checkbox"/>
			Evidence of fundraising or sponsorship	<input type="checkbox"/>	<input type="checkbox"/>
			Grant applications	<input type="checkbox"/>	<input type="checkbox"/>
			Audit Process	<input type="checkbox"/>	<input type="checkbox"/>

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	d) Administration	<ul style="list-style-type: none"> Our Club has a current constitution and holds an AGM Meeting agendas and minutes are compiled for all meetings 	Constitution & minutes Copy of agendas and minutes	<input type="checkbox"/>	<input type="checkbox"/>
	e) Management	<ul style="list-style-type: none"> All positions on the club committee/board are filled Position descriptions are in place for all key committee positions 	List of positions and position holders Position descriptions - president, secretary & treasurer	<input type="checkbox"/>	<input type="checkbox"/>
	f) Communication	<ul style="list-style-type: none"> Our Club has an accurate up to date record of all our members We communicate regularly with our members/volunteers 	Database or similar Newsletter, correspondence etc	<input type="checkbox"/>	<input type="checkbox"/>
	g) Affiliation	<ul style="list-style-type: none"> Our Club is affiliated to a Regional/National Sports Organisation 	Proof of affiliation	<input type="checkbox"/>	<input type="checkbox"/>
	h) Paid Employees	<ul style="list-style-type: none"> All our paid staff/contractors have written employment agreements/contracts Job descriptions are in place for all paid staff 	Example of agreement/contract Job descriptions	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Looking after our Volunteers

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	a) Recognition	<ul style="list-style-type: none"> Our Club recognises our volunteers (including coaches, officials, managers, administrators etc) for their contribution 	Evidence of recognition	<input type="checkbox"/>	<input type="checkbox"/>
	b) Recruitment	<ul style="list-style-type: none"> Our Club actively promotes available volunteer positions to club members 	Copies of promotions	<input type="checkbox"/>	<input type="checkbox"/>
	c) Training	<ul style="list-style-type: none"> Our Club promotes and/or develops training opportunities for our volunteers 	Details of opportunities	<input type="checkbox"/>	<input type="checkbox"/>
	d) Communication	<ul style="list-style-type: none"> Our Club ensures all volunteers are included in all Club communications 	Copies of communication	<input type="checkbox"/>	<input type="checkbox"/>
	e) Vetting	<ul style="list-style-type: none"> Our Club follows the advice and direction of our RSO or NSO regarding Police vetting policies 	Copy of policy - where applicable	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Growing our Club

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	a) School and Community Links	<ul style="list-style-type: none"> Our Club actively markets/promotes our services to local schools and the community (written and/or verbal) Provide a list of schools and the contact details 	Copies of promotions Contact details of schools	<input type="checkbox"/>	<input type="checkbox"/>
	b) Recruitment	<ul style="list-style-type: none"> Our Club information is readily accessible to potential and existing members Our Club has a planned approach to recruiting new members (link to long term plan) 	Copies of information Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>
	c) Retention	<ul style="list-style-type: none"> Our Club has a planned approach in place to retain members 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>
	d) Inclusion	<ul style="list-style-type: none"> Our Club has an inclusive approach to disabled people wanting to join our club 	Aware of community support (i.e Halberg, CCS) and or supported by long term plan	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Developing our Coaches and Officials

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	a) Coaching	<ul style="list-style-type: none"> All our Club coaching positions are filled Our Club maintains a database of all our coaches and their qualifications 50% of our coaches have relevant qualifications and/or experience appropriate to their level of coaching Our Club promotes training opportunities for our coaches 	Details all teams and coaches Copy of database Details of qualifications and/or experience Details of opportunities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	b) Officials	<ul style="list-style-type: none"> Our Club promotes and/or develops training opportunities for our officials 	Copy of promotions	<input type="checkbox"/>	<input type="checkbox"/>

Section 5: Playing the Game

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	a) Development	<ul style="list-style-type: none"> Our Club promotes a variety of different playing levels to cater for all of our members 	Types of competitions	<input type="checkbox"/>	<input type="checkbox"/>
	b) Social	<ul style="list-style-type: none"> Our Club holds club open days to promote our sport to the community 	Copy of promotion	<input type="checkbox"/>	<input type="checkbox"/>
	c) Competition	<ul style="list-style-type: none"> Our Club provides members with the level of competition to meet their individual needs 	Competition promotion	<input type="checkbox"/>	<input type="checkbox"/>
	d) Events	<ul style="list-style-type: none"> Our Club promotes events/activities to members/community 	Copies of promotions	<input type="checkbox"/>	<input type="checkbox"/>

Section 6: Our Facilities

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	a) Playing Facilities	<ul style="list-style-type: none"> Our Club's playing surfaces are well maintained and in good repair 	Playing area sighted	<input type="checkbox"/>	<input type="checkbox"/>
	b) Clubroom Facilities	<ul style="list-style-type: none"> Our Club's changing rooms, toilets and food preparation areas are cleaned regularly and are kept in good repair. 	Cleaning roster	<input type="checkbox"/>	<input type="checkbox"/>
	c) Equipment	<ul style="list-style-type: none"> Our Club has sufficient uniforms, balls and other coaching equipment to cater for all of our teams 	All teams have a uniform that complies with competition requirements and a supply of balls and other practice equipment	<input type="checkbox"/>	<input type="checkbox"/>

Section 7: Well Being of our Members

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Bronze	a) Smokefree	<ul style="list-style-type: none"> Our Club meets all Smokefree legal requirements 	Signs displayed	<input type="checkbox"/>	<input type="checkbox"/>
	b) Alcohol	<ul style="list-style-type: none"> Our Club (Licensed Club) has a current liquor licence and meets all legal requirements 	Current Licence sighted	<input type="checkbox"/>	<input type="checkbox"/>
		<ul style="list-style-type: none"> Our Club (Non Licensed Club) has a host responsibility policy for the consumption of alcohol 	Copy of policy	<input type="checkbox"/>	<input type="checkbox"/>
	c) Emergency Plans	<ul style="list-style-type: none"> Our Club has an Emergency Action Plan in place – medical and emergency 	Copy of plans	<input type="checkbox"/>	<input type="checkbox"/>
		<ul style="list-style-type: none"> All emergency access ways are clearly marked and kept clear at all times 	Access ways sighted	<input type="checkbox"/>	<input type="checkbox"/>
	d) SunSmart (outdoor sports)	<ul style="list-style-type: none"> Clubs with outdoor activity from October to March promote the use of sun screen, protective uniforms and hats to players/coaches/officials 	Signage/promotions is evident	<input type="checkbox"/>	<input type="checkbox"/>
e) Facilities (clubs with facilities)	<ul style="list-style-type: none"> Our Club facilities comply with all Warrant of Fitness requirements 	Current Warrant of Fitness	<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Our Club officials regularly check that playing facilities are safe to use 	Planned regular facility checks	<input type="checkbox"/>	<input type="checkbox"/>	
f) Nutrition	<ul style="list-style-type: none"> Our Club has water available for members during games and trainings 	Evidence provided	<input type="checkbox"/>	<input type="checkbox"/>	

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
	g) First Aid	<ul style="list-style-type: none"> Our Club has First Aid Kits and ice or chemical cold packs available at all facilities/games/tournaments 	First aid kits	<input type="checkbox"/>	<input type="checkbox"/>
	h) Code of Conduct	<ul style="list-style-type: none"> A Code of Conduct is in place and is promoted to all members 	Copy of Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>