



Accreditation Tool

Gold



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:

- Support the club through the accreditation process by identifying areas requiring 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 **Gold** accreditation:

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



GOLD ClubMark – Accreditation Tool

Club _____ Completed by _____ Date _____

Section 1: Planning for our Success

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Gold	a) Planning	<ul style="list-style-type: none"> • Long term strategic issues are regular agenda items at board/ committee meetings <li style="text-align: center;">or • Our Club holds regular strategic specific meetings • The long term plan is reviewed annually by key club representatives and modified as required • Our Club has conducted an organisational risk management assessment 	Meeting agenda/minutes Reviewed strategic plan Copy of assessment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	b) Finances	<ul style="list-style-type: none"> • Our Club has financial reserves with a mandate from the members around the use of these • Our Club's reliance on Gaming Trust funding has been reduced and is no greater than 50% of total operating revenue – this excludes money for administration and development positions • Our Club has identified alternative income streams • Our Club had sought professional insurance advice regarding insurance cover for our board, committee, employees and volunteers 	Evidence of and mandate Copy of accounts Copy of plan Evidence a professional has been consulted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Gold	c) Sponsorship & Grants	<ul style="list-style-type: none"> Our Club has a group responsible for sponsorship & grants applications The sponsorship group has written policy approved by the full committee Our Club has a sponsorship package approved by the board/committee All sponsorship arrangements are individually evaluated annually Any monetary sponsorship arrangements are covered by a written agreement 	Sub committee or similar Policy Sponsorship package approval Annual evaluation Copy of agreement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	d) Administration	<ul style="list-style-type: none"> The board/committee regularly reviews our policies and procedures governing our operations Our Club constitution is reviewed at least every three years 	Evidence of review Evidence of review	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	e) Management	<ul style="list-style-type: none"> Our Club has a 70% attendance of board/committee members at meetings Our Club conducts an annual self review of the board/committee's performance 	Attendance record or minutes Documented use of self review tool	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	f) Communication	<ul style="list-style-type: none"> Our Club communicates regularly with its community and RSO Our Club has a website that is regularly updated 	Copies of communications Website	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	g) Affiliation	<ul style="list-style-type: none"> Our Club participates in parent body initiatives 	Details of contributions	<input type="checkbox"/>	<input type="checkbox"/>
	h) Paid Employees	<ul style="list-style-type: none"> An appraisal process is in place for all employees 	Appraisal process	<input type="checkbox"/>	<input type="checkbox"/>



Section 2: Looking after our Volunteers

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Gold	a) Recognition	<ul style="list-style-type: none"> Our Club has creative strategies/incentives in place to reward our volunteers 	Details of strategies/incentives	<input type="checkbox"/>	<input type="checkbox"/>
	b) Communication	<ul style="list-style-type: none"> Our Club provides a process for volunteer groups to share ideas and offer us feedback 	Notes from focus groups or similar	<input type="checkbox"/>	<input type="checkbox"/>
	c) Recruitment	<ul style="list-style-type: none"> Our Club has a succession plan in place for all volunteer positions 	Details of system and who is involved	<input type="checkbox"/>	<input type="checkbox"/>
	d) 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
Gold	a) School and Community Links	<ul style="list-style-type: none"> Our Club has working relationships with local schools e.g. our club utilises school facilities, schools utilise our club facilities, resources and/or equipment 	Details of involvement	<input type="checkbox"/>	<input type="checkbox"/>
	b) Recruitment	<ul style="list-style-type: none"> Our Club has initiatives in place to broaden its membership and participation base through creative initiatives 	Details of initiatives	<input type="checkbox"/>	<input type="checkbox"/>
	c) Retention	<ul style="list-style-type: none"> Our Club has procedures in place to ensure it retains at least 60% of our new members for a second season 	Copy of the membership list or data base	<input type="checkbox"/>	<input type="checkbox"/>



Section 4: Developing our Coaches and Officials

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Gold	a) Coaching	<ul style="list-style-type: none"> • Our Club has a development pathway for coaches to follow - linked to our RSO pathway • Our Club has a mentoring system in place to help develop coaches • 75% of our coaches have relevant qualifications and/or experience appropriate to their level of coaching 	Details of system and who is involved Details of system Details of qualifications and/or experience	<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 membership includes qualified officials 	Copy of database	<input type="checkbox"/>	<input type="checkbox"/>



Section 5: Playing the Game

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Gold	a) Development	<ul style="list-style-type: none"> Our Club offers additional training opportunities to support developing high performance players 	Details of training opportunities	<input type="checkbox"/>	<input type="checkbox"/>
	b) Social	<ul style="list-style-type: none"> Our Club holds a variety of "Pay to Play", community and/or social competitions/events – where applicable 	Copies of promotions	<input type="checkbox"/>	<input type="checkbox"/>
	c) Competition	<ul style="list-style-type: none"> Our Club hosts competitions for local schools – where applicable 	Details of events	<input type="checkbox"/>	<input type="checkbox"/>
	d) Events	<ul style="list-style-type: none"> A Risk Assessment Schedule (RAMS) relating to our events/tournaments is in place 	RAMS	<input type="checkbox"/>	<input type="checkbox"/>



Section 6: Our Facilities

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Gold	a) Playing Facilities	<ul style="list-style-type: none"> Our Club playing fields meet the criteria required to host a National tournament 	Copy of approval	<input type="checkbox"/>	<input type="checkbox"/>
	b) Clubroom Facilities	<ul style="list-style-type: none"> Our Club has a Maintenance Plan for our facilities and equipment 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>



Section 7: Looking after our Members

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Gold	a) Smokefree	<ul style="list-style-type: none"> Our Club grounds are promoted as Smokefree during times designated for junior sport 	Copies of promotion and signage displayed	<input type="checkbox"/>	<input type="checkbox"/>
	b) Alcohol	<ul style="list-style-type: none"> Our Club (Licensed Club) has not breached the Sale of Liquor Act within the last 24 months. 	Feedback provided from enforcement / monitoring agencies	<input type="checkbox"/>	<input type="checkbox"/>
	c) Health & Safety	<ul style="list-style-type: none"> Our Club reviews our Health and Safety Plan annually 	Evidence of the review	<input type="checkbox"/>	<input type="checkbox"/>
	d) SunSmart (summer outdoor sports)	<ul style="list-style-type: none"> Our Club has a SunSmart Policy in place 	Policy in place, displayed and promoted to members	<input type="checkbox"/>	<input type="checkbox"/>
	e) Facilities (clubs with facilities)	<ul style="list-style-type: none"> Our Club has accessible facilities for people with disabilities, or makes provision for people with disabilities 	Accessibility check	<input type="checkbox"/>	<input type="checkbox"/>
	f) Nutrition	<ul style="list-style-type: none"> Our Club promotes and supports sport nutrition education 	Educational information and opportunities	<input type="checkbox"/>	<input type="checkbox"/>
	g) First Aid	<ul style="list-style-type: none"> 75% of our coaches or managers have received basic first aid training 	Evidence of training received	<input type="checkbox"/>	<input type="checkbox"/>



Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
	h) Code of Conduct	<ul style="list-style-type: none">• Our Club has disciplinary policies/procedures in place for misconduct	Copy of procedures	<input type="checkbox"/>	<input type="checkbox"/>