



Accreditation Tool

Silver



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 **Silver** accreditation:

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



SILVER ClubMark – Accreditation Tool

Club _____ Completed by _____ Date: _____

Section 1: Planning for our Success

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Silver	a) Planning	<ul style="list-style-type: none"> Our Club has prioritised key issues in the long term plan that require attention in the coming year Our long term plan is referred to/reported on at committee meetings 	Annual plan Meeting minutes	<input type="checkbox"/>	<input type="checkbox"/>
	b) Finances	<ul style="list-style-type: none"> Our Club accounts are independently audited annually Our Club has at least four different income streams Our Club has insurance cover for our facilities and equipment Our Club has systems in place to monitor progress, report actual income and expenditure against budget 	Evidence of audit Copy of annual accounts Copy of policy Monthly financial reports to board/committee - including tracking against budget	<input type="checkbox"/>	<input type="checkbox"/>
	c) Sponsorship and Grants	<ul style="list-style-type: none"> Our Club has a sponsorship plan (signed off by the board/committee) Our Club has a co-ordinated plan for obtaining grants 	Copy of plan Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>



Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
	d) Administration	<ul style="list-style-type: none"> Our Club is an Incorporated Society Our Club has a set of policies and procedures governing its operations 	Certificate of Incorporation Policies and Procedures manual	<input type="checkbox"/>	<input type="checkbox"/>
	e) Management	<ul style="list-style-type: none"> Our Club has a Volunteer Coordinator or a person on the committee responsible for volunteers 	Position description	<input type="checkbox"/>	<input type="checkbox"/>
	f) Communication	<ul style="list-style-type: none"> Our Club has systems in place to enable us to get regular feed back from members Our Club formally reports its performance and activities to its members at least once a year 	Evidence of surveys/meetings etc Copy of Annual Report	<input type="checkbox"/>	<input type="checkbox"/>
	g) Affiliation	<ul style="list-style-type: none"> Our Club has regular correspondence with it's parent body Our Club is represented at the parent body Annual General Meeting 	Correspondence Minutes of AGM	<input type="checkbox"/>	<input type="checkbox"/>
	h) Paid Employees	<ul style="list-style-type: none"> Our Club inducts and trains all new paid staff into their roles 	Details of the induction process	<input type="checkbox"/>	<input type="checkbox"/>



Section 2: Looking after our Volunteers

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Silver	a) Recognition	<ul style="list-style-type: none"> Our Club actively recognises achievements of our members Our Club nominates volunteers for external awards 	Details of recognition Copies of nominations	<input type="checkbox"/>	<input type="checkbox"/>
	b) Recruitment	<ul style="list-style-type: none"> Our Club inducts and trains all new volunteers into their roles Our Club has position descriptions for all voluntary positions 	Examples of induction process Position descriptions	<input type="checkbox"/>	<input type="checkbox"/>
	c) Training	<ul style="list-style-type: none"> Our Club covers or subsidises the cost of training opportunities for our volunteers 	Budget allocation	<input type="checkbox"/>	<input type="checkbox"/>
	d) Communication	<ul style="list-style-type: none"> Our Club provides opportunities for social interaction among volunteers 	Details of opportunities	<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
Silver	a) School and Community Links	<ul style="list-style-type: none"> Our Club runs have-a-go sessions at local schools and community events Our Club actively develops working relationships with local schools 	Copies of promotions Evidence of involvement	<input type="checkbox"/>	<input type="checkbox"/>
	b) Recruitment	<ul style="list-style-type: none"> Our Club has a variety of membership tiers that are actively promoted Our Club has strategies in place to look after new club members 	List of membership types Copies of initiatives	<input type="checkbox"/>	<input type="checkbox"/>
	c) Retention	<ul style="list-style-type: none"> Our Club provides a range of modified activities to cater for junior members Our Club actively encourages members to under take other roles/responsibilities within the club 	Example of activities offered Details of incentives	<input type="checkbox"/>	<input type="checkbox"/>
	d) Inclusion	<ul style="list-style-type: none"> Our Club has modified equipment available to enable disabled people to participate in our sport 	Details of equipment	<input type="checkbox"/>	<input type="checkbox"/>



Section 4: Developing our Coaches and Officials

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Silver	a) Coaching	<ul style="list-style-type: none"> • Our club has a Coaching Coordinator • 60% of our coaches have relevant qualifications and/or experience appropriate to their level of coaching • Our Club has a coaching programme that meets the needs of our coaches and players • Our club develops/promotes training opportunities for our coaches 	Position Description Details of qualifications and/or experience Programme 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 encourages members to become qualified match umpires 	Details of opportunities	<input type="checkbox"/>	<input type="checkbox"/>



Section 5: Playing the Game

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Silver	a) Development	<ul style="list-style-type: none"> Our Club has a player development pathway 	Evidence of pathways	<input type="checkbox"/>	<input type="checkbox"/>
	b) Social	<ul style="list-style-type: none"> Our Club participates in our RSO's activities or other community promotions 	Evidence of participation	<input type="checkbox"/>	<input type="checkbox"/>
	c) Competition	<ul style="list-style-type: none"> Our Club has teams entered in inter club competition 	Evidence	<input type="checkbox"/>	<input type="checkbox"/>
	d) Events/ Opportunities	<ul style="list-style-type: none"> Our Club has a budget for events or representative opportunities for the club, club teams or club members 	Copies of promotions and budget	<input type="checkbox"/>	<input type="checkbox"/>



Section 6: Our Facilities

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Silver	a) Playing Facilities	<ul style="list-style-type: none"> Our Clubs playing surfaces meet the criteria required to host a local tournament/competition 	Evidence the playing surface is up to standard	<input type="checkbox"/>	<input type="checkbox"/>
	b) Clubroom Facilities	<ul style="list-style-type: none"> Our club has a Replacement Plan for our equipment 	Copy of plan or long term plan	<input type="checkbox"/>	<input type="checkbox"/>



Section 7: Looking after our Members

Accreditation Level	Component	Measurement Criteria	Evidence Required	Achieved?	
				yes	no
Silver	a) Smokefree	<ul style="list-style-type: none"> Our Club has a policy in place that ensures coaches/managers do not smoke around junior club members 	Copy of policy	<input type="checkbox"/>	<input type="checkbox"/>
	b) Alcohol	<ul style="list-style-type: none"> Alternatives to alcohol are available when recognising player, coach and officials performance 	Copy of policy or guidelines	<input type="checkbox"/>	<input type="checkbox"/>
	c) Health & Safety	<ul style="list-style-type: none"> Our Club has a Health and Safety Plan appropriate for the club 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>
	d) SunSmart (summer outdoor sports)	<ul style="list-style-type: none"> Our Club provides protection from the sun for participants/officials and spectators 	Shade i.e. trees, portable shade, verandas, sunscreen	<input type="checkbox"/>	<input type="checkbox"/>
	e) Facilities & Equipment	<ul style="list-style-type: none"> Our Club regularly conducts health/safety checks on equipment and/or facilities Our Club car park has clearly marked disability spaces 	Policy or check list in place Car park sighted	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	f) Nutrition	<ul style="list-style-type: none"> Our Club offers a variety of food at club functions – including healthy options such as breads, fruit, vegetables, milk and milk products, low salt and low sugar snacks and fresh clean water. 	Copy of menu	<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 keeps a record of injuries • Our Club offers training in First Aid to our coaches and/or managers 	Injury register Copy of opportunities	<input type="checkbox"/>	<input type="checkbox"/>
	h) Code of Conduct	<ul style="list-style-type: none"> • A coach/spectator Code of Conduct is in place for and promoted to all players/coaches/officials/ parents/supporters 	Copy of Code of Conduct and promotions	<input type="checkbox"/>	<input type="checkbox"/>