

CLUB DEVELOPMENT



Department of
Local Government, Sport
and Cultural Industries



EveryClub

Dear Club Committee

RE: Club Development Incentive Scheme

Administered by the Club Development Officer, the Club Development Program for the City of Karratha aims to assist sport and recreation clubs and associations with their continued development and growth.

A portion of the Club Development Program will involve an incentive based scheme where clubs that meet set criteria surrounding club governance, management and administration can receive tangible and intangible benefits, such as:

- Certificate and supporting documentation for clubs/associations to use when submitting funding applications.
- Successful clubs/associations eligible for up to \$300 worth of light tokens and/or venue hire in a 12 month period.
- Successful clubs/associations gain an automatic nomination into the **Community Sports Awards Club/Association of the Year** award for corresponding calendar year.

Please find criteria for the Club Development Program Incentive Scheme attached with additional information on how your club can be involved.

We look forward to your clubs involvement and working toward ensuring sporting clubs and associations in the City of Karratha continue to operate effectively now and into the future.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'C Reed'.

Christy Reed
Club Development Officer
0409 203 293

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Club Development Officer can assist with any of the below.

Christy Reed

9186 8753 or 0409 203 293

christy.reed@karratha.wa.gov.au

Once completed please arrange a time to meet with your Club Development Officer to review all criteria and assess the Clubs/Associations eligibility to participate in the Incentive Scheme.

INCENTIVE SCHEME CRITERIA

Written Job Descriptions

Club/Association has written job descriptions for all committee roles, at a minimum those listed on the Incentive Scheme Criteria checklist. Please note that the titles of those positions listed can differ in title and number from those listed.

Members

Club/Association has an up to date and secure member database / register.

Codes of Conduct

Club/Association has up to date Codes of Conduct for Parents, Players/Participants and Coaches that are communicated to club/association members.

Committee Contact Details Updated with Club Development Officer

Contact details for all committee members are updated and held by the Club Development Officer.

Working With Children Check Register

The Working with Children Check (WWC Check) is a compulsory national criminal record check for many people who work with children under the age of 18 in Western Australia.

Information can be found here <http://www.checkwwc.wa.gov.au/checkwwc>.

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Plans

Strategic Plan (3-5 year plan) has been developed. This can constitute a simple 1 page document. Budgets are estimated in advance of upcoming season, with accurate and up to date records maintained throughout to give true representation of the clubs current position.

Alcohol Management Plan is current, complies with Department of Racing, Gaming and Liquor which the club/association adheres to regarding the sale, consumption and monitoring of alcohol (if applicable).

Sponsorship Proposal Template

The club/association has a generic sponsorship proposal and/or template suitable to address to business in the area.

Club Development Workshop Participation

Two or more members have participated in a Club Development Workshop in the previous 12 months.

Volunteer Recognition

The club/association formally recognises their volunteers e.g.

- Thanked in club newsletter
- Recognised and thanked at club trainings/meetings
- Volunteer dinner/drinks night
- Club gifts

Incorporation

Club/Association is incorporated, have their certificate of incorporation and their Association Rules are up to date in accordance with the Incorporations Act 2015 and lodged with Associations Online.