



HEALTH CHECK / ANNUAL REPORT

Cairns Regional Council recognises the invaluable contribution community clubs make to the lives of residents of our city. Council also acknowledges the enormous responsibilities placed on every-day people (predominantly volunteers) to manage clubs and their activities. In recognition of this, Council wants to help clubs remain viable by becoming more efficient and successful. This Health Check is intended to provide a foundation to assist groups to do this.

The Health Check provides a framework to keep track of your club's performance in a range of key areas including managing your committee, resources, and activities. By providing 'scores' in each of these key areas, it will also help to identify areas for improvement to help build a better future for your club.

OVERVIEW

Details

Club Name			
Postal Address			
Street Address			
Incorporation Number	Number		Date
ABN			
Registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
How many years has the club been in operation for?			
Website Address			

Management Committee Details

<i>Committee Members</i>	
President Name	
Secretary Name	
Treasurer Name	
Other (name & position)	
Other (name & position)	
Other (name & position)	
Other (name & position)	
Other (name & position)	
<i>Contacts</i>	
Primary Contact	<i>Name</i>
	<i>Phone</i>
	<i>Email</i>
Secondary Contact	<i>Name</i>
	<i>Phone</i>
	<i>Email</i>

Approximate date of AGM	
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Activities

<i>What are the activities conducted by your club?</i>	
Primary Activities eg Junior Hockey	
Ancillary Activities eg Bingo	
<i>What competitions (if applicable) does your club participate in? Please list names.</i>	
Internal	
Regional	
State	
National	

Membership

<i>What are your current membership details?</i>							
Last year - 2022				This year - 2023			
	Males	Females	Total		Males	Females	Total
Junior				Junior			
Senior				Senior			
Social ¹				Social			
<i>Total</i>				<i>Total</i>			

Tenure Details

<i>Do you have tenure over your facility?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>What are the current tenure arrangements of the facility/ies used by your club?</i>				
Do you have a copy of your current tenure agreement (eg lease)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

¹ Social members are those that have a membership with the club that is not for competition/ participation purposes, but more for supporters of the club.

Have you read your current tenure agreement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Management

Committee Management

<i>What steps do you take to manage your committee effectively?</i>				
Does your club have role descriptions for committee positions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your club use resources such as information packs and templates to assist committee members to carry out their duties?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your club have a 'sunset' clause in your constitution which defines the maximum length of time each position can be filled by the one person (helps prevent committee burn-out and encourages renewed perspectives)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a succession plan for replacement of your committee?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you often struggle to get enough committee members?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Administration Essentials

<i>Does your club comply with this list of 'essentials'?</i>				
Does your club have a constitution?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you reviewed your constitution in the last five years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you refer to your constitution in the management of the club?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your current committee understand the contents of the constitution?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your club maintain at least \$20million public liability insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your club have a Strategic Plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what year does the plan expire?				
Do you have an up-to-date Risk Management Plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have codes of conduct for members, volunteers, parents, and committee members?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do members of your club know where to find copies of plans and policies? eg on website.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Do you have formal meeting procedures?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Accreditation

What accreditation does your club maintain?

Member of 'Go Clubs'?

Yes

No

Is your club a member of another accreditation program?
Please list below.

Yes

No

Resource Management

Financial Management

What does your club do to manage its financial resources?

Do you prepare an annual budget?

Yes

No

Do you stick to this budget, using it to make day-to-day decisions?

Yes

No

Do your committee receive regular financial reports from the treasurer?

Yes

No

Is this regular financial report included in your minutes for your members to view?

Yes

No

Does your club prepare an annual financial report which is 'audited' or 'verified' in accordance with the Office of Fair Trading's requirements for your club?

Yes

No

Does your club have policies which detail financial procedures eg templates or policies for expenditure approval, cash handling, banking, minimum number of signatories etc.?

Yes

No

Asset Management

<i>Does your club practice good asset management?</i>			
Is your facility appropriate for your current needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> <i>(Don't manage a facility)</i>
If no, please indicate why:			
Do you have a Facility Management Plan (or a number of smaller plans) which guides the usage, maintenance, and development of your facility/ies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> <i>(Don't manage a facility)</i>
Do you have policies which guide the use of facilities and equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have an asset register listing all the assets and their maintenance and replacement requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Volunteer Management

<i>Do you practice effective volunteer management? N.B. this section also applies to paid officials such as referees.</i>		
Do you often struggle to get enough volunteer members to meet your needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your club often struggle to get enough officials to meet your needs? <i>E.g. referees/ coaches</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the club have a Volunteer Coordinator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a formal Volunteer Management Plan which identifies volunteer needs and how you seek to address those needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you registered with FNQ Volunteers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your club have volunteer protection insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the club store information about the skills of potential volunteers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide formal job descriptions for volunteer positions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are your officials adequately accredited according to their roles (eg referees, coaches)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do your volunteers require education or training in any of the following areas?

Financial management (treasurer's role, bookkeeping)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Administration (meeting procedures, incorporation)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Grants, fundraising and sponsorship	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Risk management	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Volunteer management	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marketing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event management	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other (please list) _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Sustainability

Financial Sustainability

What action does your org take to enhance its financial sustainability?

What are your current membership fees?	Senior member		
	Junior member		
	Social member		
In the last financial year, what was the club's overall income from membership fees?	\$		
How much of the income from membership fees is paid to the state body or parent association?	\$		
Has the club been in financial distress at any time in the last three years eg have trouble paying bills or affording necessary repairs, upgrades or expenses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you seek out additional income streams such as:	Tourism, events, or social (pay per play) competitions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Sponsorship?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Kiosk sales?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Equipment sales?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Grants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Other? <i>Please list:</i> _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have the resources and skills to prepare and submit successful grant applications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Facilities

<i>Have you taken action in the following areas of environmental sustainability for your club?</i>		
Water harvesting and recycling	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Solar energy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Energy efficiency (eg efficient devices, use of electricity, heating and cooling)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Surrounding environment sensitivity (eg fertiliser and pesticide use, water run-off, waste management)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Crime prevention principles (eg assess facility against CPTED - Crime Prevention Through Environmental Design principles, and rectification works)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accessibility (facilities and programs accessible to everyone, including people with disabilities)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Community sensitivity (noise, light spill)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Partnerships

<i>What partnerships have you developed to enhance the sustainability of your club?</i>		
Sharing your facilities with other clubs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sharing resources with other groups eg equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Development community networks with other clubs (to enable resource and knowledge sharing)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you explored partnership opportunities for other clubs to assist in member recruitment and volunteer and sharing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Participation

<i>What do you do to encourage ongoing participation?</i>		
Does the club host 'come and try' days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the club hold regular sign-on days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the club encourage participation through local schools?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the club advertise the activities in the local community eg in local papers, school newsletters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Health Status

This is an opportunity for you to understand how 'healthy' your club is in consideration of best practices in org management.

The following is a summary of your Health Status:

<i>Section</i>	<i>Score</i>	<i>Score Description</i>
Club management		
Resource management		
Sustainability		

The following actions are recommended to improve the health of your club.

<i>Section</i>	<i>Recommended Action</i>
Club management	
Resource management	
Sustainability	