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|  | CLUBS’ ANNUAL WARRANT FITNESS CHECK |

Name of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Warrant Fitness Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This is a club warrant fitness check list for all clubs to use. We suggest Club Committees go through the Warrant Fitness Check List annually, taking any appropriate steps to ensure your clubs health as you move into the new financial year. Should your club require any assistance with any aspect, please feel free to contact Swimming Otago.*

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|  | **CRITERIA** | **ASSESSED** | **EVIDENCE** | **COMMENTS** |
| 1. **Structure** | * 1. Club has a Constitution   2. Club is Incorporated   3. Club reviews Constitution annually |  | Copy of Constitution  Copy of Certificate of Incorporation |  |
| 1. **Planning** | * 1. Has a current strategy plan?   2. Strategic plan is referred to in the decision-making process   3. Strategic plan is reviewed and updated, at least annually |  | Copy of strategic plan  Have as a standard item on the agenda  Details of reviews and review periods |  |
| 1. **Health & Safety** | * 1. Has a current H&S Plan and/or Risk Assessment Plan is in place?   2. H&S and/or Risk Management Plan is reviewed and updated, at least annually   3. All relevant personnel are aware of the plan |  | Copy of Plan  Details or review and review periods  All coaches, managers and officials have copies of the H&S plan |  |
| 1. **Financial Planning** | * 1. Annual budget is prepared   2. Maintenance of major club equipment/facilities is planned and budgeted for a year or more in advance   3. Most recent financial accounts have been lodged with the Companies Office and Swimming Otago |  | Copy of last annual budget  Copy of equipment/facilities maintenance plans and budgets  Lodged electronic on the Societies and Trusts website |  |
| 1. **Management** | * 1. All positions on the committee are filled   2. Job descriptions are prepared and reviewed prior to each AGM   3. Committee Meetings are attended by an average of 70% of position holders   4. Committees workload is spread over the personnel |  | List of positions and position holders  Copies of job descriptions and date with last update  Attendance notes of committee meetings over the last year |  |
| 1. **Communication with Members** | * 1. An up tp date list of members and their contact details   2. Formally reports performance and activities to its membership, at least twice per annum   3. Seeks feedback from membership on their satisfaction, expectation of services and operations, at least annually   4. Produces a booklet (or electronic version) annually with Committee contact names/phone/email information, along with Code of Conduct and brief history of the Club   5. Has a website which is updated regularly |  | Copy of the list updated within the last 12 months  Details of how performance is reported; newsletters, reports etc  Details of how membership is satisfaction is sought  Booklet, or equivalent, in an Electronic format  Club website |  |
| 1. **Working with Regional body** | * 1. Club representative was present at the last Regional AGM or other general meeting throughout the year   2. Responds to requests and offers from the regional association   3. Works actively to contribute to the regional association |  | Minutes of AGM and general meeting  Copies of correspondence, emails etc  Provide details/evidence of contributions at such meetings |  |
| 1. **School Links** | * 1. Provides written information to schools in the area on services and operations   2. Any face to face or phone contact with school staff within the area about club activities |  | Copy of written promotional material and information about the club  Names of school staff contacted |  |
| 1. **Officials, Volunteers and Life members** | * 1. Recognition of their efforts   2. Actively provides training opportunities   3. Recognition of Life Membership, invited to club actives/swim meets/functions |  | Evidence of recognition given; trophies, thank you letter etc  Details of opportunities and recorded attendance  Life members, honor board updated and hung in the club house |  |
| 1. **Coaches** | * 1. Are all positions are filled?   2. Obtained relevant SNZ coaching qualification   3. Provides opportunities for coaches to undertake further training and/or each coach has a training and development plan and/or each coach receives mentoring from a senior coach   4. Annual evaluation of coaches’ performance   5. Current financial members of SCATNZ and hold a current first aid certificate |  | Copy of contract/service level agreement  Copies of coaches’ training and development plan and evidence of coaches being provided with further training.  Budget allocation and meeting minutes supporting coaching development plan  Details of coach mentor work  Copies of annual survey conducted with team  Copies of certificates |  |
| 1. **Officials** | * 1. Written plan to develop officials   2. Provides opportunities for members to attend courses to gain relevant Officials accreditation   3. Has a goal to have a development squad of senior officials training annually   4. Club appointed technical official to oversee the development of its members |  | Written policy  Maintained register of members progress and accreditation achieved  Copy of program and record of annual progress  Name of person |  |
| 1. **Sponsorship** | * 1. Club has a goal to attract one or more major sponsors   2. Sponsor’s logos to be displayed tastefully on uniforms, correspondence, website and other social media   3. Sought long-term relationships with sponsors |  | Subcommittee appointed to identify possible sponsors, report to club committee at each meeting  Uniforms, stationary, website and social media  Copies of programmes sent to sponsors, keep them informed of club progress |  |
| 1. **Retention of swimmers** | * 1. Club has a goal of swimmer retention   2. Club determines why swimmers leave the club |  | Copies of annual swimmers’ survey to determine swimmer satisfaction  Conducts exit interviews |  |
| 1. **Equipment** | 14.1 Club makes available uniforms to ensure its members are well turned out in proper colours with a neat and tidy appearance |  | All club team uniformly attired |  |
| 1. **Alcohol and other drugs** | * 1. Enhancing drugs, named on the FINA list, are not permitted in the club or activities associated with the club (compulsory)   2. Club makes available a list of NZ Drug Agency banned substances |  | Policy on the use of illegal /performance enhancing drugs drafted, implemented and being adhered to in practice  Copy of FINA list and NZ Drug Agency website |  |
| 1. **Disability Action Plan** | 16.1 Has a disability action plan and caters for people with a disability |  | Action plan has been developed and implemented |  |
| 1. **Social Media** | 17.1 Has a social media plan in place and appointed an administrator |  | Social media plan has been developed and implemented |  |
| 1. **Feeder Program** | 18.1 Club has a link with a swim school/s |  | Name of swim school, with a plan to bring swimmers through |  |