



# Club Health Checklist

Complete the checklist below to see how your club shapes up in the areas of administration, membership, education, meetings and in general.

Once you have completed the checklist, discuss the responses with other members of your club and see if there may be areas where changes could be made.

## General

Does your club have a development plan for the next 3-5 years?		
Is volunteer management included in the plan?		
Does your club have a club newsletter?		
Are members encouraged to attend meetings of the club?		
Do club members get plenty of notice when payment of fees are due?		
Do office bearers fully understand their responsibilities and carry them out?		
Do you have enough people to assist in the running of the club?		
Does each person assisting in the club have a job description?		
Do you have a club sponsor?		
Do you have a club prospectus?		
Is the club promoted regularly through the local media?		
Do you have a volunteer coordinator?		

## Membership

Does your club set a membership goal for the year?		
Does your club have a plan to recruit new members?		
Does your club regularly have membership drives?		
Are new members orientated to club activities immediately?		
Are the skills and expertise of new members identified and used?		
Are members allocated tasks according to these skills and expertise?		
Are all membership records kept on a computer and updated regularly?		
Does your club regularly acknowledge the contribution members make?		
Do you have a committee member responsible for looking after members?		
Do you have end of season presentations?		
Do all of your teams have the same uniforms?		
Does your club have Codes of Behaviour for Officials/participants/administrators/coaches?		
Does your club cater for people with disabilities/from non-English speaking backgrounds?		

## Education

Does your club provide opportunities for members to gain new skills through training?		
Does your club regularly conduct courses that will assist its members with their assigned tasks?		
Are members encouraged to pursue training courses outside the club?		
Does the club pay for these courses?		
Does your club make use of the skills of its own members and members from nearby clubs when training members?		
Does your club recognise the achievements of members who have obtained additional training?		

## Club Meetings

Do the club meetings start and end on time?		
Does the chair follow the agenda?		
Are all members greeted at the door and made to feel welcome?		
Are all guests greeted at the door and introduced to others?		
Is there a friendly atmosphere during the meeting?		
Is the meeting environment, comfortable, pleasant and enjoyable?		
Is the meeting place easy to find with signs posted?		
Is the business of the meeting conducted quickly and efficiently?		
Are the committee members effective in their roles as leaders?		
Are members kept informed as to what goes on in the meetings?		

## Participation

Do you conduct a social competition?		
Do you swim at interclub competitions?		
Do you conduct Endurance 1000 swims?		
Do you participate in postal swims?		

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