

# Step-by-Step Guide

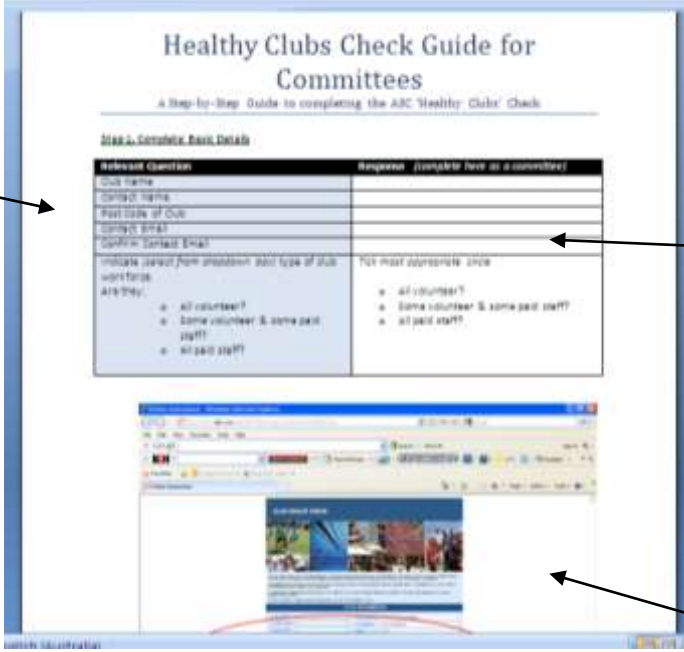
## To Completing the 'Healthy Clubs' Check

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**1:** Print off the '*Healthy Clubs' Check - Guide for Committees*

**2:** Present '*Healthy Clubs' Check - Guide for Committees* at your next committee meeting, work through the questions as a committee and complete responses in the unshaded box areas provided (see below for further clarity).

1. Read Question to committee here



2. Write your answers here

3. Extra info in the screenshots provided

The image shows a document titled 'Healthy Clubs Check Guide for Committees' with a table for 'Step 1. Complete Basic Details'. The table has two columns: 'Addressed Question' and 'Response (complete here as a committee)'. The 'Addressed Question' column contains questions about club name, contact info, and membership. The 'Response' column contains unshaded boxes for answers. Below the document is a screenshot of a web browser showing the online questionnaire interface.

Addressed Question	Response (complete here as a committee)
Club Name	
Contact Name	
Post Code of Club	
Contact Email	
Contact Contact Email	
Indicate current form completion date type of club work force All/None: • all volunteer? • some volunteer & some paid staff? • all paid staff?	For most addresses since: • all volunteer? • some volunteer & some paid staff? • all paid staff?

**3:** At the committee meeting, designate one person to be responsible for submitting responses through the ASC website link: <http://www.qlbs.com/webq/ACSStart.aspx?system=ASCHealthCheck>

**4:** Submit responses by completing the online questionnaire via the link above.

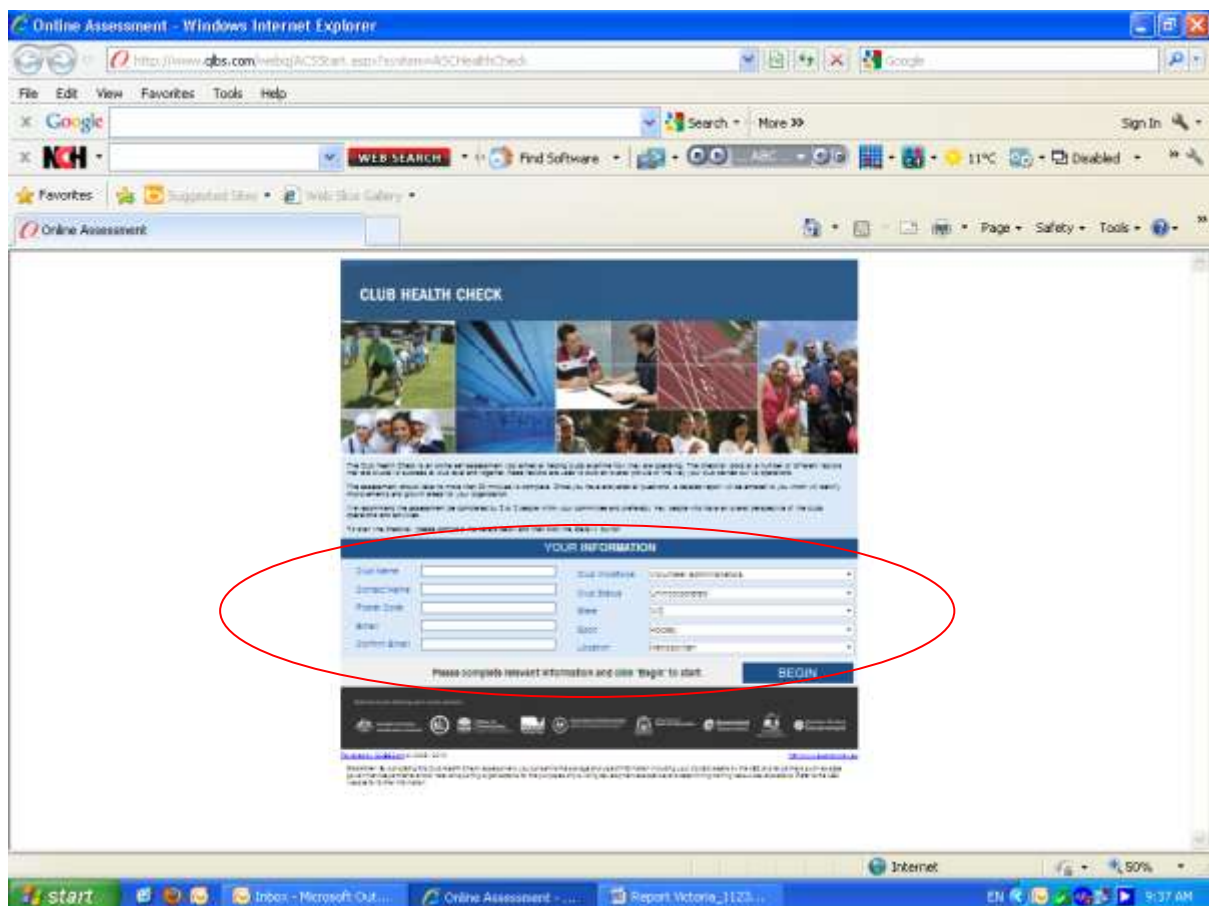
**5:** You will be sent a document outlining a summary of the report for your club as well as feedback on best practice and areas to improve.

Canoeing Victoria understands that the ASC report is extensive and encourages you to contact the ASC directly for assistance in breaking down the information provided.

# STEP BY STEP GUIDE TO COMPLETING HEALTHY CLUBS CHECK

## Step 1. Complete Basic Details

Relevant Question	Response <i>(complete here as a committee)</i>
Club Name	
Contact Name	
Post Code of Club	
Contact Email	
Confirm Contact Email	
Indicate <i>(select from dropdown box)</i> type of club workforce. Are they: <ul style="list-style-type: none"> <li><input type="radio"/> All volunteer?</li> <li><input type="radio"/> Some volunteer &amp; some paid staff?</li> <li><input type="radio"/> All paid staff?</li> </ul>	<i>Tick most appropriate circle</i> <ul style="list-style-type: none"> <li><input type="radio"/> All volunteer?</li> <li><input type="radio"/> Some volunteer &amp; some paid staff?</li> <li><input type="radio"/> All paid staff?</li> </ul>

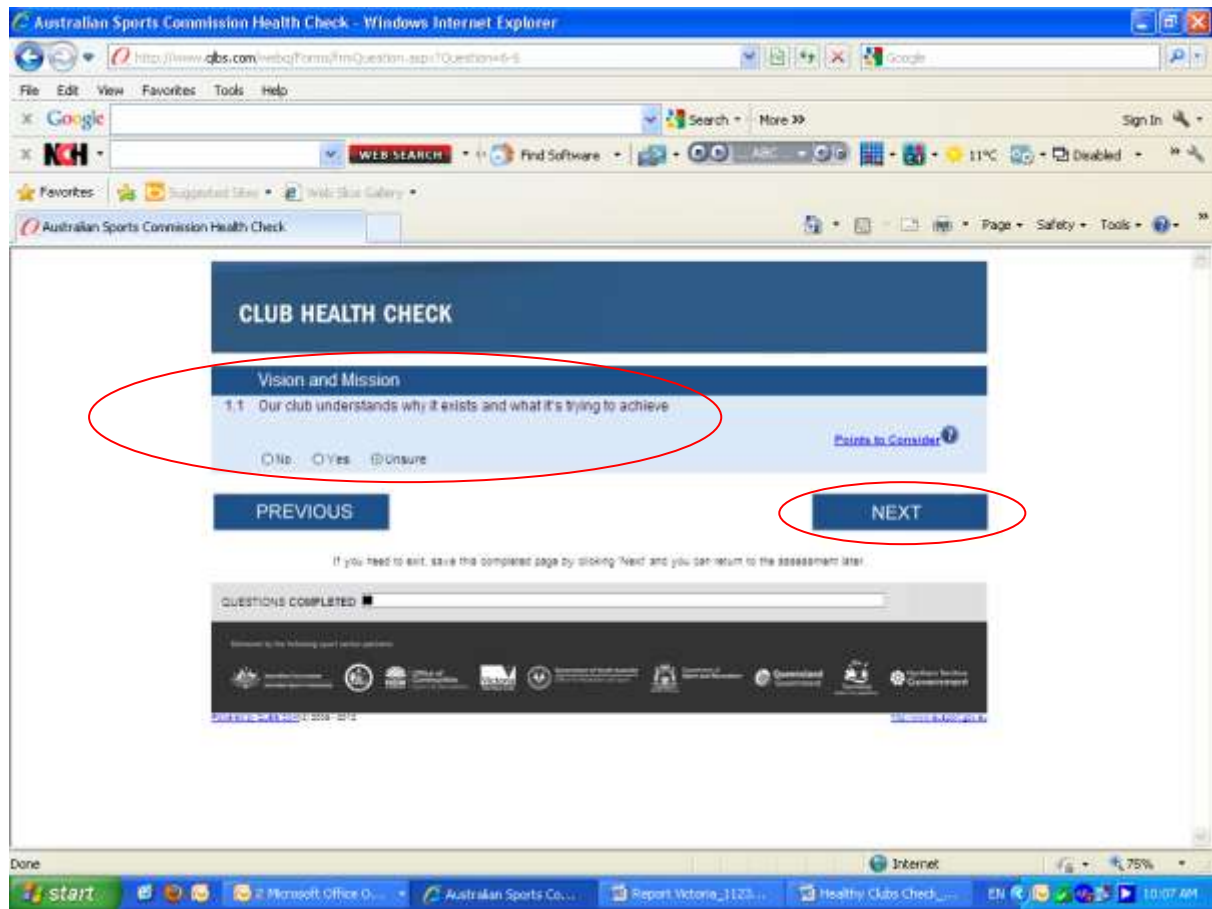


Once completed, click **BEGIN**. Read the following screen then click **NEXT**.

## Step 2. Complete 'Vision and Mission' Questions

Note: Read questions to the committee, seek a unanimous response before completing

Relevant Question	Response <i>(complete here as a committee)</i>
1.1 Our club understands why it exists and what it's trying to achieve	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure

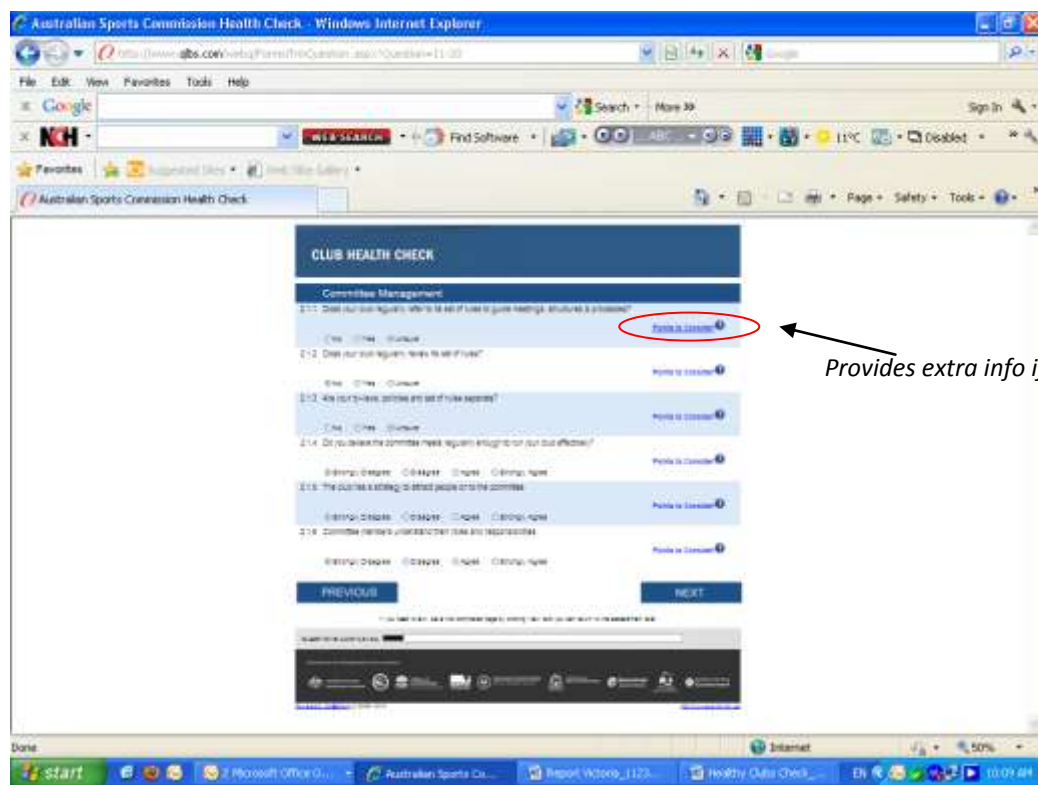


Once completed, click **NEXT**.

### Step 3. Complete 'Committee Management' Questions

Note: Read questions to the committee, seek a unanimous response before completing

Relevant Question	Response (complete here as a committee)
2.1.1 Does your club regularly refer to its set of rules to guide meetings, structures & processes?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
2.1.2 Does your club regularly review its set of rules?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
2.1.3 Are your by-laws, policies and set of rules separate?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
2.1.4 Do you believe the committee meets regularly enough to run your club effectively?	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
2.1.5 The club has a strategy to attract people on to the committee.	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
2.1.6 Committee members understand their roles and responsibilities	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree



Once completed, click **NEXT**.

#### **Step 4. Complete 'Policy and Procedures' Questions**

*Note: Read questions to the committee, seek a unanimous response before completing*

<b>Relevant Question</b>	<b>Response (complete here as a committee)</b>
2.2.1 To assist decision making does your club refer to a set of policies?	<input type="radio"/> Rarely <input type="radio"/> Sometimes <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Don't Have

*Pick the most appropriate answer for your club*



Once completed, click **NEXT**.

The next set of questions will be displayed dependant on your response to Q2.2.1 above. Answer the relevant set of questions below.

#### **If you selected 'Rarely', 'Sometimes', 'Very Often' or 'Always'...**

<b>Relevant Question</b>	<b>Response (complete here as a committee)</b>
2.2.2 To what degree are your policies aligned with either your state or national sporting organisation?	<input type="radio"/> Not Aligned <input type="radio"/> Partially Aligned <input type="radio"/> Fully Aligned
2.2.3 How often does your club committee review its policies to ensure they are current?	<input type="radio"/> Every Year <input type="radio"/> Every 2 Years <input type="radio"/> Every 3 Years <input type="radio"/> Never

#### **If you selected 'Don't Have'...**

<b>Relevant Question</b>	<b>Response (complete here as a committee)</b>
2.2.2 If you don't have any policies do you refer to your state or national organisations policies?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure

## Step 5. Complete 'Risk Management' Questions

Note: Read questions to the committee, seek a unanimous response before completing

Relevant Question	Response (complete here as a committee)
2.3.1 The club compiles an annual budget when developing the plan for the year.	<input type="radio"/> Rarely <input type="radio"/> Sometimes <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Don't Have
2.3.2 The club monitors progress against the budgets	<input type="radio"/> Rarely <input type="radio"/> Sometimes <input type="radio"/> Very Often <input type="radio"/> Always <input type="radio"/> Don't Have`
2.3.3 How would you rate you club's current financial health?	<input type="radio"/> Struggling <input type="radio"/> Coping <input type="radio"/> Stable <input type="radio"/> Strong
2.3.4 Other than membership does your club receive more than 40% of its revenue from a single source? If so, which (indicate in box provided)	<input type="radio"/> Yes <input type="radio"/> No  Other revenue source _____
2.3.5 Does your club communicate its financial position to members annually?	<input type="radio"/> Yes <input type="radio"/> No

Once completed, click **NEXT**.

Indicate major (40%+) revenue source (other than membership) in box provided, if relevant.

The screenshot shows the 'CLUB HEALTH CHECK' interface. Under the 'Risk Management' heading, question 2.3.4 is selected. The question text is: 'Other than membership does your club receive more than 40% of its revenue from a single source? If so, which (indicate in box provided)'. Below the question is a text input field, which is circled in red. An arrow points from the explanatory text on the left to this input field. The interface also shows 'PREVIOUS' and 'NEXT' buttons at the bottom of the question area.

## Step 6. Complete 'Compliance' Questions

Note: Read questions to the committee, seek a unanimous response before completing

Relevant Question	Response (complete here as a committee)
2.4.1 Our Club complies with all rules regulations and legislation	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Definitely <input type="radio"/> Unsure
2.4.2 Our club manages and maintains facilities to a high standard	<input type="radio"/> Poorly <input type="radio"/> Somewhat <input type="radio"/> Definitely  Select 'Question Not Applicable' if the Club is not responsible for management of facilities
2.4.3 Does your club have personal injury insurance for athletes?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know
2.4.4 If you serve alcohol is your club fully aware of the compliance regulations in accordance with the appropriate authority?	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Definitely  <input type="radio"/> Select 'Question Not Applicable' if the Club does not serve alcohol
2.4.5 When you provide food and drink is your club fully aware of the compliance regulations in accordance with the appropriate authority?	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Definitely <input type="radio"/> Unsure

Compliance

2.4.1 Our Club complies with all rules regulations and legislation  
 Not at all  Somewhat  Definitely  Unsure [Points to Consider](#)

2.4.2 Our club manages and maintains facilities to a high standard  
 Question Not Applicable  Poorly  Somewhat  Definitely [Points to Consider](#)

2.4.3 Does your club have personal injury insurance for athletes?  
 Yes  No  Don't Know [Points to Consider](#)

Tick box if question is not appropriate to your club

### **Step 7. Complete 'Planning' Questions**

*Note: Read questions to the committee, seek a unanimous response before completing*

<b>Relevant Question</b>	<b>Response (complete here as a committee)</b>
2.5.1 How would you describe your club's planning?	<input type="radio"/> Long Term (5+ years) <input type="radio"/> Medium Term (2-3years) <input type="radio"/> Short Term (Annual) <input type="radio"/> None
2.5.2 Key stakeholders are actively consulted and involved in developing the goals we are trying to achieve	<input type="radio"/> Never <input type="radio"/> Sometimes <input type="radio"/> Mostly <input type="radio"/> Always <input type="radio"/>
2.5.3 The facility you use has the capacity to support your club's growth?	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
2.5.4 The club committee regularly reviews the club's performance against a plan	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree

Once completed, click **NEXT.**

### **Step 8. Complete 'Workforce' Questions**

*Note: Read questions to the committee, seek a unanimous response before completing*

<b>Relevant Question</b>	<b>Response (complete here as a committee)</b>
2.6.1 We often have to find new volunteers for key roles in the club	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always
2.6.2 The club has strategies that target people with specific skills for volunteer positions	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
2.6.3 Does your club appoint a Volunteer Coordinator to manage and allocate volunteers across the club?	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Definitely <input type="radio"/> Unsure
2.6.4 Does your club allocate responsibilities for volunteers in a flexible way that caters to the needs of the volunteer workforce?	<input type="radio"/> Not at all <input type="radio"/> Somewhat <input type="radio"/> Definitely <input type="radio"/> Unsure



2.6.5	Does your club provide regular feedback on performance to volunteers with the purpose of identifying professional development opportunities?	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always
2.6.6	How often does your club provide professional development opportunities for coaches and officials?	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always
2.6.7	How often does your club provide professional development opportunities for people who run the club?	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always

Once completed, click **NEXT.**

### **Step 9. Complete 'Communications' Questions**

*Note: Read questions to the committee, seek a unanimous response before completing*

<b>Relevant Question</b>		<b>Response (complete here as a committee)</b>
3.1.1	Our club provides opportunities for members to give regular feedback	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always
3.1.2	Our club uses a targeted communication plan when promoting itself	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always
3.1.3	Our club is engaged within our sport and the community	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Always
3.1.4	Does your club have a website that is integrated with your state and/or national website?	<input type="radio"/> No website <input type="radio"/> Not aligned <input type="radio"/> Yes
3.1.5	How effective is your club at using social media tools to communicate to the community?	<input type="radio"/> Don't use <input type="radio"/> Not very <input type="radio"/> Somewhat <input type="radio"/> Very effective

Once completed, click **NEXT.**

### **Step 10. Complete 'Values' Questions**

*Note: Read questions to the committee, seek a unanimous response before completing*

<b>Relevant Question</b>	<b>Response (complete here as a committee)</b>
3.2.1 Our club is actively engaged in strategies to attract diversity in its membership.	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
3.2.2 Our club provides a safe environment for members and the community	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
3.2.3 Our club positively manages behaviour and promotes fair play	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree

Once completed, click **NEXT.**

### **Step 11. Complete 'Membership Services' Questions**

*Note: Read questions to the committee, seek a unanimous response before completing*

<b>Relevant Question</b>	<b>Response (complete here as a committee)</b>
4.1.1 Our club records membership information in a secure format	<input type="radio"/> Strongly Agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly Disagree
4.1.2 Our club has access to allow membership to manage their own registration and details securely online	<input type="radio"/> No <input type="radio"/> Partially <input type="radio"/> Yes
4.1.3 Club members can pay fees online	<input type="radio"/> No <input type="radio"/> Partially <input type="radio"/> Yes

Once completed, click **SUBMIT.**

**END OF QUESTIONNAIRE**