

Softball New Zealand Club Check – 15/12/10



Club Check

Softball New Zealand (SNZ) has developed Club Check to not only provide guidance and support to clubs but to assist clubs in becoming a stronger and thriving organisation.

The initiative is designed to assist clubs with the operations of running a club and to make the process as clear and as easy as possible.

Club Check is a simple grading guide identifying areas of strength and recognises those areas requiring some form of improvement.

Club Check compliments 'Club Tool Box' another SNZ initiative aimed at arming clubs and Associations with the tools required for forward planning and sustainability. SNZ suggest you may wish to complete Club Check before progressing onto Club Tool Box. Identifying your clubs strengths and weaknesses in the first instance will save you time by sourcing the information your club really needs.

Club Tool Box

The Club Tool Box has been created to help support and develop Softball clubs and Associations. The Club Tool Box concept is based off SPARC's Club Tool Kit and much of the information is pointed back to the SPARC website. SNZ has pulled apart the Club Tool Kit and sourced various other useful websites to provide information that is specific to the Softball community.



Softball Club: _____

Commencement Date: _____

Completion Date: _____

Softball New Zealand

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How to use Club Check

Club Check is an easy to use audit system identifying 4 key areas of operation within a Softball club.

The identified areas fall under the following headers and in line with Softball New Zealand's Club Tool Box, found on the SNZ website under 'Development'.

Management & Organisation	On the Diamond	Off the Diamond	A Healthy Club
Strategic Planning	Players	Coaching	Facilities / Clubrooms
Committees, Roles & Meetings	Junior Softball	Volunteers	Playing & Practising Facilities
Event Management			Equipment
Financial Sustainability			
Information Technology			
Communication			
Leadership			

Club Check Grading Guide

Rating guidelines are to help you decide on a fair rating for how club operations are undertaken. Ratings are only suggestions, not absolutes. If a guideline doesn't apply to the module you're reviewing, use your best judgment. Consider the following when applying the grading guide:

- Club Check assesses the club and not individuals within it
- The checklist is based on a 'best practice' approach
- Be honest when evaluating, this will give the club a stronger indication of its strengths and weaknesses and how to capitalise on the information gauged
- The assessment is an ongoing performance tool to help increase the ongoing growth and direction of the club.

How does the Grading Guideline Work?

The grading guideline tool allows clubs to identify areas requiring attention (work on's).

The scoring system rates the clubs performance with the following values 0, 1,2,4,5.

0, 1, or 2 means areas have been identified and are in need of improvement. You will have noticed

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number 3 is missing from the grading guideline. Number 3 has been removed to allow a more affirmative result. Numbers 4 and 5 mean your club is on the right track.

The priority guideline highlights actions the club needs to take to further develop the club. H, M or L represents the level of priority needed for that particular task.

Rating Guidelines

Value guide

Value	Rating
0	Haven't given it any thought
1	Yes we are thinking about it
2	Process underway
4	In progress but not complete
5	Fully functional

Priority guide

Priority	Rating
H	High priority
M	Medium priority
L	Low priority

The following is an example of how to use the Action and Priority columns.

Strategic Planning	1	2	4	5	Action	Priority
1. Our club has undergone a club check in the past three years					Club has recently undertaken a health check which has highlighted a number of areas the club needs to improve	L
2. Our club has a current plan which states our vision, goals and objectives					Club needs to set up meeting to consider health check outcomes, prioritise areas needing improvement and set up action plans to implement strategies to achieve these over the next 1-3 years	H

Management & Organisation

Strategic Planning	1	2	4	5	Action	Priority
1. Our club regularly undertakes a health check of its policies, procedures and performance						
2. Our club has a current long-term plan which states our vision, goals and objectives						
3. Our club has an annual plan that is linked to our long-term plan						
4. Our annual plan includes timelines, who is responsible for outcomes, and is reported on at our committee meetings						
5. Our long-term plan is reviewed annually and modified as necessary						

Committees, Roles & Meetings	1	2	4	5	Action	Priority
1. Our club has an Annual General Meeting to elect our club committee						
2. All positions on our club committee are filled						
3. All our club committee members and sub-committees have clear, written job descriptions or roles						
4. Our club committee consists of members that are a fair representation of the club						
5. Our club committee has regular meetings with prepared agendas						
6. Our club has a set of policies and procedures that govern our operations and these are regularly reviewed						
7. Our club has risk management procedures in place to minimise injury to our people						
8. Our club has insurance policies in place to minimise damage to equipment or buildings						

Event Management	1	2	4	5	Action	Priority
1. Our club has a checklist for preplanning our event						
2. Our club has a plan to cater for: planning, preparation, presentation, and evaluation.						

Financial Sustainability	1	2	4	5	Action	Priority
1. Our club has a long term financial plan						
2. Our club prepares an annual budget, which shows proposed expenditure and income and is linked to our annual plan						
3. Our club is in a sound financial position being able to generate sufficient income to meet our financial needs						
4. Our club has procedures in place to apply for gaming trust funds and/or to actively seek sponsors						
5. Our club has accurate and up-to-date financial records						
6. Our club has procedures in place to monitor income and expenditure and report against budget at club committee meetings						
7. Our club accounts are independently audited each year						

Information Technology	1	2	4	5	Action	Priority
1. Our club has a website updated regularly with current news and information						
2. Our club has accounting and database software						
3. Our club has a backup system for electronic data						
4. Our club has a network of computer literate members contributing in various roles						

Communication	1	2	4	5	Action	Priority
1. Our club has an up-to-date database or record of members						
2. Our club has regular communication with members to ensure they are kept informed of club, association and/or New Zealand Softball activities						
3. Our club forwards communications from both our Association and Softball New Zealand where appropriate						
4. Our club promotes the achievements of our players and teams, and publishes these and upcoming events in the local media e.g. radio, newspapers						

Leadership	1	2	4	5	Action	Priority
1. Our club is acknowledged by its members as being well organised with effective leadership and clear direction						
2. The club has succession plans in place to cover key leadership positions in the event of vacancies						

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On the Diamond

The Players	1	2	4	5	Action	Priority
1. Our club has strategies in place to attract new players to maintain/grow number of teams						
2. Our club promotes our membership and services to local primary, intermediate and secondary schools and the community						
3. Our club has developed links with local schools e.g. shared use of facilities, assistance with organisation and coaching						
4. Our club offers a player development pathway a range of competitive and social Softball formats						
5. Our club actively recruits female players						
6. Our club fosters all T-Ball and junior softball teams						

Junior Game	1	2	4	5	Action	Priority
1. Our club has a junior Softball policy which is set within the guidelines (Member Protection Policy) established by New Zealand Softball and includes the 'Spirit of Softball' and codes of behaviour						
2. Our club has an appropriate player pathway for T-Ball and Junior Softball						
3. Our club runs a Have-A-Go or similar development initiative to increase junior participation						
4. Our club offers a range of modified Softball initiatives to encourage the transition of youngsters from T-Ball to Softball						

Off the Diamond

Coaches and Coaching	1	2	4	5	Action	Priority
1. Our club has an up-to-date database or record of practising coaches						
2. Our club has recruitment strategies in place to attract coaches						
3. Our club has a Club Coach or Coaching Coordinator who organises and oversees our coaching programme						
4. Our club provides a coach and quality coaching for every team, including women's and junior teams						
5. Our club ensures that all coaches have the necessary skills to match the ability of the players they are coaching						
6. Our club actively encourages our junior coaches to make participation in Softball an enjoyable and rewarding playing experience						
7. Our club provides and promotes opportunities for all coaches, including parents, to attend coach education courses/workshops						
8. Our club values, recognises and provides appropriate rewards for all our coaches						
9. Our club coaching coordinator is in contact with Softball NZ or the Regional Sporting Trust to see what coach development opportunities are available for club coaches						
10. Our club has coaching resources and useful equipment (e.g. pitching machine, sliding mat) or can access such items for club coaches to loan						

Volunteers	1	2	4	5	Action	Priority
1. Our club has an up-to-date database or record of volunteers						
2. Our club has recruitment strategies in place to attract volunteers positions to club members to ensure vacancies are filled						
3. Our club has retention strategies in place to develop and retain volunteers						
4. Our club has clear, job descriptions for volunteers						
5. Our club provides access to mentoring and/or training programmes for volunteers						
6. Our club ensures volunteers have a positive, enjoyable experience						
7. Our club has recognition and reward strategies in place for volunteers, including opportunities for social interaction						
8. Our club nominates volunteers for local, regional and national awards						

A Healthy Club

Facilities / Clubrooms	1	2	4	5	Action	Priority
1. Our club has its own clubrooms which forms the focus of club activities and reflects the club's heritage e.g. team photos						
2. Our clubrooms provide a welcoming and inclusive environment for all members, including women and juniors						
3. Our clubrooms are well utilised and maintained						
4. Our club regularly conducts health and safety checks on our clubrooms, has an emergency plan and complies with all Warrant of Fitness requirements						
5. Our club's clubrooms is smokefree						
6. Our club's clubrooms has a liquor licence and complies with all the requirements of being a responsible host						

Playing & Practising Facilities	1	2	4	5	Action	Priority
1. Our grounds and diamonds are of a high standard for club Softball						
2. Our club has access to high quality practice facilities						
3. Our club ensures all playing and practising facilities are well prepared and/or maintained to ensure the safe and effective delivery of the game						
4. Our club promotes and educates all players and coaches about the need to: <ul style="list-style-type: none"> • Adhere to safety procedures at batting practices and when using equipment such as a pitching machine • Undertake appropriate warm up and cool down activities 						

Health & Safety	1	2	4	5	Action	Priority
1. Our club provides clear messages to all players and coaches about the need to: <ul style="list-style-type: none"> • Be SunSmart by applying SPF 30+ sun screen and wearing appropriate clothing, caps. • Have their own drink container and be properly hydrated • Adhere to the 'Spirit of Softball in terms of sportsmanship and having respect for all players, coaches and officials • Our club offers first aid training to all coaches and provides all teams with a first aid kit 						

Equipment	1	2	4	5	Action	Priority
1. Our club has adequate high quality equipment to ensure the safe and effective delivery of the game and to cater for all teams						
2. Our club has a clearly defined system of equipment purchase, distribution and collection, maintenance, and secure storage						
3. Our club has expectations and rules regarding respect for, and safe use of, equipment which is clearly communicated to all members						