

FUTURECLUBS



Department of
Local Government, Sport
and Cultural Industries



RioTinto

Dear Club Committee

RE: FUTURECLUBS Incentive Scheme

Administered by the Club Development Officer, FUTURECLUBS is the Club Development Program for the City of Karratha and aims to assist sport and recreation clubs and associations with their continued development and growth.

A portion of FUTURECLUBS will involve an incentive based scheme where clubs that meet set criteria surrounding club governance, management and administration can receive tangible and intangible benefits, such as:

- Certificate and supporting documentation for clubs/associations to use when submitting funding applications and sponsorship proposals, valid for 12 months.
 - Successful clubs/associations eligible for up to \$300 worth of City light tokens and/or court/oval fees in a 12 month period.
- OR
- Successful clubs/associations eligible for up to \$300 to put towards conducting coaching or officiating course in the City of Karratha in a 12 month period.
 - Successful clubs/associations gain an automatic nomination into the **Community Sports Awards Club/Association of the Year** award for corresponding calendar year.

The aim is to encourage sustainable club practices and provide businesses and funding bodies with extra incentive to consider a clubs/associations application for support in addition to a small monetary contribution.

The scheme will be communicated to local business where the intent is to add weight to participating clubs sponsorship proposals not to have local business only consider sponsorship proposals that are accompanied by a FUTURECLUBS certificate and documentation.

Please find criteria for the FUTURECLUBS Incentive Scheme attached with additional information on how your club can be involved.

We look forward to your clubs involvement and working toward ensuring sporting clubs and associations in the City of Karratha continue to operate effectively now and into the future.

Yours faithfully

Christy Reed
Club Development Officer
0439 344 578

4th December 2017

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Club Development Officer can assist with any of the below.

Christy Reed
0439 344 578

christy.reed@karratha.wa.gov.au

Once completed please arrange a time to meet with your Club Development Officer to review all criteria and assess the Clubs/Associations eligibility to participate in the Incentive Scheme.

Please note that the first 5 clubs/associations will be eligible for monetary contributions in financial year 17/18.

Written Job Descriptions

Club/Association has written job descriptions for all committee roles, at a minimum those listed on the Incentive Scheme Criteria checklist. Please note that the titles of those positions listed can differ in title and number from those listed.

Members

Club/Association has an up to date and secure member database.

Codes of Conduct

Club/Association has up to date Codes of Conduct for Parents, Players/Participants and Coaches that are communicated to club/association members.

Committee Contact Details Updated with Club Development Officer

Contact details for all committee members are updated and held by the Club Development Officer.

Working With Children Check Register

The Working with Children Check (WWC Check) is a compulsory national criminal record check for many people who work with children under the age of 18 in Western Australia.

Information can be found here <http://www.checkwwc.wa.gov.au/checkwwc>.

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Plans

Strategic Plan (3-5 year plan) has been developed. This can constitute a simple 1 page document. Budgets are estimated in advance of coming season, with accurate and up to date records maintained throughout to give true representation of the clubs current position.

Alcohol Management Plan is current, complies with Department of Racing, Gaming and Liquor which the club/association adheres to regarding the sale, consumption and monitoring of alcohol (if applicable)

Sponsorship Proposal Template

The club/association has a generic sponsorship proposal and/or template suitable to address to business in the area

FUTURECLUBS Workshop Participation

Two or more members have participated in a FUTURECLUBS Club Development Workshop in the previous 6 months, calculated from the date of the Incentive Scheme application.

Volunteer Recognition

The club/association formally recognises their volunteers e.g.

- Thanked in club newsletter
- Recognised and thanked at club trainings/meetings
- Volunteer dinner/drinks night
- Club gifts

Club Assessment – Healthy Club Checklist

Club/association has completed the Australian Sports Commissions Healthy Clubs Checklist and reviewed their results with the Club Development Officer.

<http://clubsonline.dsr.wa.gov.au/club-health-checklist>

Incorporation

Club/Association is incorporated, have their certificate of incorporation and the Department of Commerce possesses a copy of the clubs /associations current constitution.