

# FUTURECLUBS



Department of  
Sport and Recreation



RioTinto

**ATTN: Local Business Owner/Manager**

Dear Sir/Madam

## **RE: Supporting Local Sporting Clubs and Associations**

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

A portion of the FUTURECLUBS program will involve an incentive based scheme for clubs and associations to meet set criteria surrounding governance, management and administration. The Club Development Officer will assess a clubs current position against predetermined criteria, please refer to attached Incentive Scheme Criteria, and if successful the club will be eligible to receive tangible and intangible benefits.

As a valued business in the area it is likely a number of sporting clubs and associations have approached or will approach your business for support. The Incentive Scheme can provide guidance to your organisations sponsorship decisions by ensuring clubs and associations with a FUTURECLUBS certificate have met the programs criteria for practicing sound governance, management and administration. We are asking businesses to be aware and acknowledge a sporting group that incorporates a FUTURECLUBS certificate with their sponsorship proposals; where the intent is to add weight to their proposal and not to have local business only consider sponsorship proposals accompanied by a FUTURECLUBS certificate.

Your business can be involved in the Incentive Scheme simply by informing us that you are supportive of the scheme and will acknowledge and consider any sponsorship proposals bearing a FUTURECLUBS certificate as having met the programs criteria. We will then incorporate your logo on the City's Club Development Webpage as a business that acknowledges the Incentive Scheme.

Thank you for your time in considering sponsorship proposals and any past support you have provided to local sport. If you would like to add your support to the FUTURECLUBS scheme, require further information or wish to discuss additional opportunities in the development of local sport please don't hesitate to contact me.

I look forward to hearing from you.

Yours faithfully

Natalie May  
Club Development Officer  
0427 132 786  
April 2016

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## Incentive Scheme Criteria

Required Items		Completed
Written Job Descriptions (titles may vary)	President	
	Vice President	
	Treasurer	
	Secretary	
	Registrar	
Updated Member Database		
Codes of Conduct	Parents/Spectators	
	Players	
	Coaches	
Committee Contacts Updated with Club Development Officer		
Working With Children Checks Register		
Plans	Strategic Plan	
	Budget	
	Alcohol Management (if applicable)	
Sponsorship Proposal Generic Package		
FUTURECLUBS Workshop Participation		
Volunteer Recognition Process		
Australian Sports Commission Healthy Club Checklist		
Club/Association is Incorporated		

Please Note: Club Development Officer is happy to assist with all of the above