

# FUTURECLUBS



Department of  
Sport and Recreation



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

Natalie May  
Club Development Officer  
0427 132 786

April 2016

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Club Development Officer can assist with any of the below.

Natalie May

0427 132 786

[Natalie.may@karratha.wa.gov.au](mailto:Natalie.may@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 15/16. We hope to improve this number for financial year 16/17.

## **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

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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