

CLUB WOF in 15 minutes

This is a quick and easy way for your committee to review your Club's current situation; - your Club's health and welfare. This is achieved by considering a range of matters.

Why do this?

Your Club's score will highlight the gap between *the ideal* and *real* and encourage you to consider action. For example, where does the Club need to improve? What should be the focus in the upcoming season? Is the Club at risk and what does the Club do really well?

Who should complete this?

We suggest this is completed independently by every member of your committee once or twice a year. The committee can combine the individual scores to give an overall view of your Club then compare the results with the previous year. By comparing scores within the committee you can also check if you all see the Club in a similar way, *are you all on the same page?*

How to do it

Answer each question by circling a score which fits your view of the Club.

- 0 = Absent** - no capability, we are not doing anything in this area
- 1 = Initiating** – we have limited capability or are just beginning
- 2 = Developing** – generally meeting our Club's needs
- 3 = Sustainable** - clear and documented processes are in place
- 4 = High performing** - consistently meet or exceed our members expectations; there is continuous improvement

Please note; seven of the questions are weighted with double scores to reflect their importance.

ACTION

Complete the survey and at the end we have provided some useful websites to help you develop your Club, or you can contact the Sport Development team at Sport Wellington; info@sportwellington.org.nz

LEADERSHIP

Does your Club have a documented “Vision” statement?	0 1 2 3 4
Does your Club have a documented “Mission” or “Purpose” statement?	0 1 2 3 4
Do your members understand your “Purpose” and agree with direction?	0 1 2 3 4
Is your Committee “strong” i.e. good skills set, work together well?	0 1 2 3 4
Does the Committee review its own performance e.g. effective meetings?	0 1 2 3 4
Have a list of partners / stakeholders and understand their needs?	0 1 2 3 4
Understand your competitive advantage over other Clubs / Sports?	0 1 2 3 4
Strength of relationship with regional body, partners, etc?	0 1 2 3 4
Is your Constitution up to date, accurate and relevant to current needs?	0 2 4 6 8
TOTAL	/ 40

PLANNING

Does your Club have a 2 or 3+ year plan - a long term or strategic plan?	0 2 4 6 8
Does your Club have an Annual / Season / Operational Plan?	0 2 4 6 8
Do your plans have alignment to your regional and national body?	0 1 2 3 4
How well have you performed against your plan/s?	0 1 2 3 4
TOTAL	/ 24

CUSTOMER FOCUS

How well does your Club attract / look after / recognise / reward / retain:	
Coaches?	0 2 4 6 8
Administrators?	0 2 4 6 8
Officials?	0 2 4 6 8
How well does your Club attract / look after / retain:	
Existing members?	0 1 2 3 4
New members / casuals?	0 1 2 3 4
Does your Club provide a wide range of programmes / events?	0 1 2 3 4
Do you send regular newsletters?	0 1 2 3 4
Does your Club appear in the community newspaper/s?	0 1 2 3 4
Annually survey your members/partners/volunteers/stakeholders?	0 1 2 3 4
Do you provide positive experiences and interaction with supporters?	0 1 2 3 4
TOTAL	/ 52

SPORT DELIVERY – EVENTS AND COMPETITIONS

Are your Club programmes / events / competitions well run?	0 1 2 3 4
Is the event info in someone's 'head' or do you have templates or checklists?	0 1 2 3 4
Ensure a healthy and safe environment, complies with all regulations?	0 1 2 3 4
How well do you look after your facilities?	0 1 2 3 4
How well do you look after your equipment?	0 1 2 3 4
TOTAL	/ 20

PEOPLE

Have written role descriptions for each committee position?	0 1 2 3 4
Do you actively "shoulder tap" people, with certain skills to join the committee? (i.e. score zero if they just put their hand up to help)	0 1 2 3 4
Do you feel your volunteers are engaged and motivated?	0 1 2 3 4
Do you run annual awards, include Volunteer and Administrator awards?	0 1 2 3 4
Actively up-skill your committee/volunteers, send them on courses etc?	0 1 2 3 4
Have a code of conduct; if yes is it visible to all?	0 1 2 3 4
TOTAL	/ 24

MANAGEMENT – FINANCE AND DATABASE

Does your Club have a budget and track progress throughout the year?	0 2 4 6 8
Reviewed your membership; subscriptions/pricing options once a year?	0 1 2 3 4
Receive membership subs on time; no subs outstanding?	0 1 2 3 4
Bank balance; have you increased cash reserves in last 12 months?	0 1 2 3 4
Increased your Gaming Trust / Sponsorship income?	0 1 2 3 4
Diversified your income; less reliant on Gaming Trusts?	0 1 2 3 4
Ensure financial processes comply with legal requirements; - Audit?	0 1 2 3 4
Does your Club have a database? Is it accurate and up to date, including details of qualifications or renewal dates or courses e.g. 1 st aid certificates?	0 1 2 3 4
How much Club knowledge is documented and stored, on/off site?	0 1 2 3 4
TOTAL	/ 40

GRAND TOTAL / 200

What now?

The Club WOF will highlight the areas you are doing well in and the areas that may require some attention. Is your Club at risk-how can your Club be improved?

These websites can help:

Sport Wellington – check out “Sport” on the right

<http://www.sportwellington.org.nz/>

“Sport Connector” newsletter – sent via email every 3 weeks this newsletter is aimed at club committee members. It's the best way to keep up to date with upcoming workshops (to up-skill your members), SPARC and Council news, awards, invitations to special events, coaching info, volunteers, facility sharing, available resources etc

<http://www.sportwellington.org.nz/sport-connector/>

The **SPARC website** has a section called **“Club Kit”** which has excellent info for everything you need to run your Club like: finances, coaching, marketing, volunteers, events, planning, committees, facilities, funding, membership, etc

<http://www.sparc.org.nz/en-nz/communities-and-clubs/Toolkit-for-Clubs/>

SPARC also has in-depth publications on: Increasing participation, planning, sponsorship, events etc

<http://www.sparc.org.nz/en-nz/our-partners/Developing-Capabilities/Publications/>

Coaching

<http://www.sparc.org.nz/en-nz/communities-and-clubs/Coaching/>

Wellington City Council – Sport & Recreation assistance

<http://www.wellington.govt.nz/services/recsupport/index.html>