



CHECKLIST FOR CLUBS

SUITABILITY FOR JUNIORS

Initially, an important consideration for a parent when choosing a club for their child may be the distance they will have to travel. However, there are other factors they may consider, including time commitments, cost and the culture of your club.

Does your organisation:	What to consider...	Tick
Have activities that are suitable for juniors?	<ul style="list-style-type: none"> ▪ modified rules ▪ modified equipment (eg lower hoops, smaller field) 	<input type="checkbox"/> <input type="checkbox"/>
Have suitable payment options for parents?	<ul style="list-style-type: none"> ▪ flexible payment options ▪ free introductory sessions ▪ necessary equipment is provided 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Run activities at a suitable time and location for children to access?	<ul style="list-style-type: none"> ▪ training and competition schedules that consider school starting and finishing times ▪ ensuring parents are aware of competition zones if they are required to travel away from the home club 	<input type="checkbox"/> <input type="checkbox"/>
Emphasise skill development, participation and enjoyment?	<ul style="list-style-type: none"> ▪ coaches who recognise effort and persistence, not just winning ▪ social activities as well as competitive games ▪ skill development built into each training session ▪ coaches do not 'overplay' talented players, and all players are allocated equal time 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have a welcoming environment for parents and their children?	<ul style="list-style-type: none"> ▪ an official person who welcomes and introduces new members and provides an orientation to the club ▪ people of diverse races, ages and abilities are welcomed and catered for 	<input type="checkbox"/> <input type="checkbox"/>
Have activities that will suit the different interests of children?	<ul style="list-style-type: none"> ▪ coaches who offer variety, choice and balance ▪ variety of group sizes in activities ▪ a combination of self-directed and leader-directed activities 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Based on *Active Choices – A Parent Checklist* – developed in partnership through the Ballarat Health Community Program and supported by the Central Highlands Sports Assembly, Sport and Recreation Victoria and the Australian Sports Commission.



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SAFETY

A major factor in any activity is the safety of children. It is important that your club places a high priority on the prevention of injury and actively plans to avoid injuries and ensures qualified staff and the correct equipment are easily accessible.

Does your organisation:	What to consider...	Tick
Have a risk management strategy?	<ul style="list-style-type: none"> ▪ a management plan outlining operational aspects of activities, perceived and actual risks, and control measures ▪ parental permission forms for high-risk activities or activities not included in the normal training program ▪ activity organisers making choices to cancel the activity if conditions are not safe 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have the equipment necessary for first aid?	<ul style="list-style-type: none"> ▪ fully stocked easily accessible first aid kits ▪ at least one person trained in first aid present at all times ▪ coaches and officials with relevant accreditation ▪ encouragement and rewards for coaches and officials to work towards official accreditation ▪ ambulance access to the field/court 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have coaches / leaders with appropriate 'working with children' check?	<ul style="list-style-type: none"> ▪ coaches and officials who have unsupervised contact with children have a blue card ▪ coaches and officials have provided character references ▪ a buddy system to ensure a young person is never alone with an adult ▪ coaches/ responsible adults supervise children until they have been collected ▪ coaches and officials with relevant and up to date accreditation and qualifications 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have suitable equipment and appropriate safety practices?	<ul style="list-style-type: none"> ▪ modified equipment for juniors ▪ regular maintenance and properly adjusted equipment ▪ awareness and use of appropriate protective gear, padding and/or clothing ▪ appropriate insurance cover for juniors 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have policies requiring people to refrain from drinking alcohol and smoking on the sidelines of junior games?	<ul style="list-style-type: none"> ▪ a smoke-free zone around perimeter of games ▪ alcohol restricted to signed licensed areas around perimeter of junior games ▪ spectators kept sufficient distance from field/court 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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CHECKLIST FOR CLUBS - SAFETY

Have a <i>sun smart</i> policy?	<ul style="list-style-type: none"> ▪ displays or items in newsletters to raise awareness of sun smart practices ▪ encouragement and promotion, through coaches and instructors, to use hats, sunscreen and water bottles at training sessions and competitions ▪ shade structures for players and spectators 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Use preventative measures and methods to limit injuries occurring?	<ul style="list-style-type: none"> ▪ stretching, warm ups and cool-downs with each activity ▪ safe fields/courts (level, no unsafe surfaces) ▪ pre-participation screening form to provide coaches and officials with relevant medical information on member 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A code of behaviour with clear expectations for all participants?	<ul style="list-style-type: none"> ▪ codes of behaviour clearly displayed addressing behaviour, fair play, equality and access for parents, coaches, spectators and players ▪ regular reviews and updates of the code of behaviour ▪ list of actions the club will take for breaches of code of behaviour ▪ positive role models ▪ education sessions for members as to what harassment is, and how to prevent and handle certain situations 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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GOOD SERVICE

It is important that your club has a clear focus and direction. This may be in the form of a plan that states your club's goals, objectives and performance measures. It is important that you offer parents and carers, and their children, as members, the opportunity to have input into the operation of your club.

Does your organisation:	What to consider....	Tick
Communicate regularly and effectively with parents?	<ul style="list-style-type: none"> ▪ regular newsletters ▪ committee meetings with a circulated agenda and minutes ▪ up to date notice boards ▪ suggestion boxes ▪ a known process for dealing with complaints ▪ a list and roster of parents/volunteers to assist with miscellaneous tasks ▪ sign on days and information sessions ▪ communicate clear expectations of your volunteers ▪ an internet website 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Recognise the efforts and achievements within the club?	<ul style="list-style-type: none"> ▪ awards/certificates recognising efforts and achievements ▪ recognition of young people in newsletter ▪ annual presentations and award dinners/celebrations ▪ have a talent identification pathway 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Link with local schools and state sporting bodies?	<ul style="list-style-type: none"> ▪ support from teachers ▪ equipment available for hire ▪ use of school facilities/grounds ▪ club stalls at fetes/market days ▪ affiliation with state sporting organisation 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have good communication, supervision and interaction skills with children?	<ul style="list-style-type: none"> ▪ positive role models ▪ staff who show interest, warmth and positive leadership ▪ smiles, friendly tones, acceptance, eye contact, enthusiasm ▪ appropriate language used ▪ adequate number of staff for activity and number of children ▪ closer supervision for younger children and high risk activities 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have suitable equipment and facilities?	<ul style="list-style-type: none"> ▪ well-kept grounds that are appropriately marked ▪ hygienic and well-maintained industry standard equipment ▪ clean and accessible toilet and shower facilities ▪ clean canteen that promotes healthy eating and drinking 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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