



CANTERBURY HOCKEY CLUBMARK 2019

Accreditation Tool

Silver

ClubMark is designed by Canterbury Hockey with the support of Sport Canterbury to build capability and sustainability; to identify areas of potential growth and recognise best practices.

The aim of ClubMark is to strengthen and support important aspects of the Clubs organisation including:

- Ensuring effective planning processes for the future;
- Increasing membership/participation;
- Strengthening its financial base;
- Promoting in and to the community;
- Provide pathways for developing coaches, players and umpires;
- Ensuring the safety of members and players.

The Accreditation Process

Clubmark Accreditation is a three stage process. Stage one is designed to be done prior to the season with the Club applying to Clubmark, stage two during the season and stage three at the completion of the season.

The process starts with Clubs and Canterbury Hockey meeting to review the Accreditation Tool and identify development resources. The Club will complete the Accreditation Tool with Canterbury Hockey assistance. The tool will provide a format for Clubs to check their compliance with four REQUIRED sections and to assess yearly targets in the four OPPORTUNITIES sections. The four REQUIRED sections are 'Planning for Success', 'Looking after Volunteers', 'Equipment/ Facilities' and 'Well Being of Club Members'. The four OPPORTUNITY sections are 'Growing the Club', 'Developing Coaches', 'Developing Umpires' and 'Developing the Playing Experience'.

Within each of the four REQUIRED sections, there are a series of key components that must be evaluated and be given a "YES" or "NO" rating (there may be some components which can be given a N/A as these may not be relevant to some clubs). If a component is marked "NO" it means that area has been identified as requiring development and will then need to be included in the 'Action Plan' which will be developed by the Club with assistance of Canterbury Hockey after the initial audit is completed.

Within each of the four OPPORTUNITIES sections, the Club and Canterbury Hockey will work together to further develop the 'Action Plan' by assigning Club specific targets to each criteria. Canterbury Hockey will provide guidance around what this criteria may look like and will ensure the Clubs targets are both achievable and aligned to Canterbury Hockey overall strategies.

Throughout the season (stage two), Canterbury Hockey will be available to meet with the Club and support initiatives in line with their 'Action Plan'. At the completion of the season (stage three), Canterbury Hockey and the Club will review performance against the REQUIRED and OPPORTUNITIES criteria.

At the completion of the review, Clubs are eligible for a Canterbury Hockey Affiliation Fee rebate based on their performance against the set criteria under the REQUIRED sections and the agreed targets under the OPPORTUNITIES sections. Rebate percentages will be:

Category	% REBATE for achieving REQUIRED Criteria	% REBATE available for OPPORTUNITY Criteria
Gold	15%	10%
Silver	10%	10%
Bronze	5%	10%

Canterbury Hockey will:

- Support the Club through the accreditation process by identifying areas requiring further development;
- Help create a Club Action Plan;
- Provide necessary resources;
- Link clubs to appropriate training;
- Support the Club to grow participation;
- Ensure that the Club is recognized for its success.

To achieve **Silver** accreditation:

- A club needs to achieve a “YES” rating in all relevant components of the four REQUIRED criteria sections
- A club needs to meet the agreed outcomes in all components of the OPPORTUNITIES sections

Silver ClubMark – Accreditation Tool

Club _____ Completed by _____ Date _____

Required Section 1: Planning for our Success

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
Planning	<ul style="list-style-type: none"> Our Club has prioritised key issues in the long term plan that require attention in the coming year 	Annual plan	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Our long term plan is referred to/reported on at committee meetings 	Meeting minutes	<input type="checkbox"/>	<input type="checkbox"/>
Finances	<ul style="list-style-type: none"> Our Club accounts are independently audited annually 	Evidence of audit	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Our Club has at least four different income streams 	Copy of annual accounts	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Our Club has insurance cover for our facilities and equipment 	Copy of policy	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Our Club has systems in place to monitor progress, report actual income and expenditure against budget 	Monthly financial reports to board/committee - including tracking against budget	<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship & Grants	<ul style="list-style-type: none"> Our Club has a sponsorship plan (signed off by the board/committee) 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Our Club has a co-ordinated plan for obtaining grants 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>

Required Section 1: Planning for our Success (cont.)

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
Administration	• Our Club is an Incorporated Society	Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
	• Our Club has a set of policies and procedures governing its operations	Policies and Procedures manual	<input type="checkbox"/>	<input type="checkbox"/>
Management	• Our Club has a Volunteer Coordinator or a person on the committee responsible for volunteers	Position description	<input type="checkbox"/>	<input type="checkbox"/>
Communication	• Our Club has a website that is regularly updated	Website	<input type="checkbox"/>	<input type="checkbox"/>
	• Our Club responds to requests for information on a timely basis	Copies of communications	<input type="checkbox"/>	<input type="checkbox"/>
Affiliation	• Our Club has regular correspondence with its' parent body	Correspondence	<input type="checkbox"/>	<input type="checkbox"/>
	• Our Club is represented at the parent body Annual General Meeting	Minutes of AGM	<input type="checkbox"/>	<input type="checkbox"/>
	• Our Club uses Canterbury Hockey's Online Registration for its membership	Canterbury Hockey Registration	<input type="checkbox"/>	<input type="checkbox"/>
Paid Employees	• Our Club inducts and trains all new paid staff into their roles	Details of the induction process	<input type="checkbox"/>	<input type="checkbox"/>

Required Section 2: Looking after our Volunteers

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
Recognition	<ul style="list-style-type: none"> Our Club actively recognises achievements of our members Our Club nominates volunteers for external awards 	Details of recognition	<input type="checkbox"/>	<input type="checkbox"/>
		Copies of nominations	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<ul style="list-style-type: none"> Our Club provides opportunities for social interaction among volunteers 	Details of opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment	<ul style="list-style-type: none"> Our Club advertises volunteer positions with detailed position descriptions and volunteer structures in place 	Copies of promotions	<input type="checkbox"/>	<input type="checkbox"/>
Training	<ul style="list-style-type: none"> Our Club covers or subsidises the cost of training opportunities for our volunteers 	Budget allocation	<input type="checkbox"/>	<input type="checkbox"/>
Policies	<ul style="list-style-type: none"> Our Club follows the advice and direction of Canterbury Hockey regarding policies including Police Vetting and Child & Youth Protection. 	Copy of policies - where applicable	<input type="checkbox"/>	<input type="checkbox"/>

Required Section 3: Our Facilities/Equipment

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
Training Facilities	<ul style="list-style-type: none"> Our Club ensures all teams train on appropriate and safe playing surfaces 	List of training venues	<input type="checkbox"/>	<input type="checkbox"/>
Clubroom Facilities (where applicable)	<ul style="list-style-type: none"> Our Club has a Maintenance Plan in place for our clubrooms. (where applicable) 	Copy of plan or long term plan and budget	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<ul style="list-style-type: none"> Our Club has an equipment replacement schedule/plan 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>
Uniform	<ul style="list-style-type: none"> Our Club has a uniform replacement schedule/plan 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>

Required Section 4: Looking after our Members

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
Health/Wellness	<ul style="list-style-type: none"> Our Club promotes Health/Wellness issues (e.g. Smoking, Sun Protection, Nutrition, Drugs and Alcohol) 	Copies of promotion and signage displayed	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol	<ul style="list-style-type: none"> Alternatives to alcohol are available when recognising player, coach and officials performance 	Copy of policy or guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<ul style="list-style-type: none"> Our Club has a Health and Safety Plan appropriate for the club 	Copy of plan	<input type="checkbox"/>	<input type="checkbox"/>
Facilities(clubs with facilities)	<ul style="list-style-type: none"> Our Club regularly conducts health/safety checks on equipment and/or facilities Our Club car park has clearly marked disability spaces 	Policy or check list in place	<input type="checkbox"/>	<input type="checkbox"/>
		Car park sighted	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<ul style="list-style-type: none"> Our Club keeps a record of injuries Our Club offers training in First Aid to our coaches and/or managers 	Injury register	<input type="checkbox"/>	<input type="checkbox"/>
		Copy of opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Welfare	<ul style="list-style-type: none"> Our Club works with Canterbury Hockey in acting in the best interests of its players when balancing multiple team commitments (e.g. schools and representative teams) 	Consults with Canterbury Hockey Representative coordinator	<input type="checkbox"/>	<input type="checkbox"/>
Code of Conduct	<ul style="list-style-type: none"> Our Club complies with Canterbury Hockey Code of Conduct 	Evidence of compliance (Judicial incidents and penalty points)	<input type="checkbox"/>	<input type="checkbox"/>

Opportunities Section 1: Growing our Club

Please see below an example of what the Clubs 'Growing our Club' targets could look like. In 2019, Clubs can work with Canterbury Hockey to identify their own targets and measurement criteria under all four opportunities sections.

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
School and Community Links	<ul style="list-style-type: none"> Our Club runs have-a-go sessions at local schools and community events Our Club actively develops working relationships with local schools 	Copies of promotions	<input type="checkbox"/>	<input type="checkbox"/>
		Confirmation of engagement	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment	<ul style="list-style-type: none"> Our Club has a variety of membership tiers that are actively promoted Our Club has a planned approach to recruiting new members (link to long term plan) 	List of membership types	<input type="checkbox"/>	<input type="checkbox"/>
		Copies of initiatives	<input type="checkbox"/>	<input type="checkbox"/>
Retention	<ul style="list-style-type: none"> Our Club has strategies in place to look after new club members 	Copies of initiatives	<input type="checkbox"/>	<input type="checkbox"/>

Opportunities Section 2: Developing our Coaches

Please see below an example of what the Clubs 'Developing our Coaches' targets could look like.

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
Coaching	<ul style="list-style-type: none"> Our Club has a coach development plan 	Plan supported by Coach Education, attendance	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> 75% of our coaches have relevant qualifications and/or experience appropriate to their level of coaching 	Details of qualifications and/or experience	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Prem and Div 1 Coaches partake up-skilling opportunities on a regular basis e.g. HNZ, CHA Courses or Coaching Forums, Sport Canterbury (minimum one every two years) 	Proof of attendance	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Our Club has an assigned Coach Coordinator who provides upskilling opportunity to all new coaches via mentoring or an agreed alternative 	Person responsible and proof of coach development	<input type="checkbox"/>	<input type="checkbox"/>

Opportunities Section 4: Developing the Playing Experience

Please see below an example of what the Clubs 'Developing the Playing Experience' targets could look like.

Component	Measurement Criteria	Evidence Required	Achieved?	
			yes	no
Development	<ul style="list-style-type: none"> Our Club has a player development pathway 	Player Development Plan	<input type="checkbox"/>	<input type="checkbox"/>
Participation	<ul style="list-style-type: none"> Our Club participates in Canterbury Hockey activities or other community promotions 	Evidence of participation	<input type="checkbox"/>	<input type="checkbox"/>
Competition	<ul style="list-style-type: none"> Our Club fields teams sufficient to support the level of competition its top team competes 	Details of support teams	<input type="checkbox"/>	<input type="checkbox"/>
Events/Opportunities	<ul style="list-style-type: none"> Our Club promotes events/activities to members/community 	Copies of promotions	<input type="checkbox"/>	<input type="checkbox"/>