

Admin and Finance



Volunteer Structure

Position	Name of holder	e-mail	Role description in place	Disclosure checked	Date of disclosure	Training for role	Date of training
President							
Chair							
Secretary							
Treasurer							
Fixture Secretary							
Club Development							
Junior Convenor							
Volunteer Co-ordinator							
Welfare Officer							
Girls Co-ordinator							
Groundsman							IOG Part A
							IOG Part B
Others (please list)							

Volunteer Development

Club has a volunteer development plan			
Volunteer Development Plan includes:	Recruitment of Volunteers	Retention of Volunteers	Rewarding of volunteers

Club Committee Structure

Number of Committee Members	Number of meetings per year	Is an agenda set?	Are minutes taken, distributed and displayed on club notice board?	Does the agenda include junior development?

Junior Committee Structure

Does the club have a separate Junior Committee?	Number of Committee Members	Number of meetings per year	Is an agenda set?	Are minutes taken, distributed and displayed on club notice board?

Documents

	In Place	Date document was last reviewed	Documents displayed on club notice board
Welfare Policy			
Constitution			
Equity Policy			
Emergency Procedures			
Code of conduct for Adult players			
Code of conduct for junior players			
Code of conduct for parents			
Code of conduct for volunteers			

Finance

Club Bank Account has 2 signatories	Annual Budget set and agreed by the Club Committee	Accounts Annually audited	Club sponsor	Sponsorship sportsmatched

Club has accessed external grant funding in the last 12 months.

Funding sources the club has accessed:	Value of grant funding
Total funding:	

Communication and membership

	Website	Newsletter	New members pack
Club has in place			
Does it contain...			
Welcome message			
Contact details			
Training and match information			
Equity statement			
Annual subscriptions			
Welfare statement			
Code of conduct for adult players			
Code of conduct for junior players			
Code of conduct for parents			
Code of conduct for coaches			
Code of conduct for volunteers			
Junior section			
Results and fixtures			