



# Star Club

Calisthenics Victoria Inc.



## STAR 2 CHECKLIST

### ADMINISTRATION AND GOVERNANCE

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club conducts regular meetings with coaches, volunteers and membership	Provide details on committee and coaches meetings	» Club calendar template	<input type="checkbox"/>
Incorporated clubs hold an annual AGM	Provide AGM date and previous year's annual report	» Running an effective AGM factsheet » Basic requirements of Incorporated Associations factsheet	<input type="checkbox"/>
Receipts are issued for all transactions	<input type="checkbox"/> Yes <input type="checkbox"/> No	» Financial Management tip sheet	
Club understands its legal requirements regarding participant information and use of image(s)	<input type="checkbox"/> Club ensures participants complete CVI Privacy Statement upon registration <input type="checkbox"/> Club adopts CVI Privacy Policy	» Information Storage factsheet » CVI Privacy Policy » CVI Privacy Statement	
Members and Parents are reminded annually of CVI Codes of Conduct and CVI Member Protection Policy	Provide example of how members and parents are informed	» CVI Code of Conduct » Member Protection Policy	<input type="checkbox"/>
Club meets CVI guidelines regarding compulsory Working With Children's Checks	Provide list of volunteers with Working With Children's Checks	» Working With Children's Check information sheet	<input type="checkbox"/>

### DEVELOPMENT

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
All coaches, assistants and helpers have completed coaching contracts	Provide example of contract for each position	» Coach Contract template	<input type="checkbox"/>

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club provides clear participation pathway	Complete list of participation opportunities	» Participation Opportunities checklist	<input type="checkbox"/>
Club has clearly defined opportunities for volunteer involvement	Provide list of volunteer positions within the club	» Volunteer Opportunities checklist	<input type="checkbox"/>
Club has identified Welcoming Officers for each section	Provide details of Welcoming Officer role and responsibilities	» Welcoming Officer Position Description Template	<input type="checkbox"/>

## COMMUNICATION

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club uses a range of different communication methods to ensure all members receive information	List ways the club communicates with members and provide examples of these communications i.e. email, Facebook, Teamapp, Handbook	» Newsletter template	<input type="checkbox"/>
Club has a Social Media and Communications Policy	Provide copy of policy and details on how members are informed about club policy i.e. club handbook	» Social Media Policy template	<input type="checkbox"/>
Club provides new and returning members with an annual club information handbook	Provide copy of club handbook	» Club Handbook template	<input type="checkbox"/>

## MARKETING AND PROMOTION


Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club promotes to the local community and potential new members	Provide details of current club marketing and recruitment strategies		<input type="checkbox"/>
Club provides social event opportunities for club members and families	Provide calendar of events; if dates unknown, list all events held at club	» Social Event suggestions	<input type="checkbox"/>



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## NEED HELP? GET IN TOUCH


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