



Star Club

Calisthenics Victoria Inc.



STAR 5 CHECKLIST

ADMINISTRATION AND GOVERNANCE

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club has a current Operational/ Business Plan	Provide copy of Operation or Business Plan	» Operational Plan template	<input type="checkbox"/>
Club completes safety audits on practice venue/s periodically throughout the year.	Provide checklist used for audit	» Venue Safety Audit Checklist template	<input type="checkbox"/>
All committee members (or principals if principal run club) have completed the ASC Complaints Handling course	Provide copy of certificates	» ASC Learning Portal	<input type="checkbox"/>
There is a succession plan in place for committee members	Provide Committee Succession Plan	» Committee Succession Planning information sheet	<input type="checkbox"/>

DEVELOPMENT

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club conducts an annual member survey	Provide copy of survey	» Member Survey template	<input type="checkbox"/>
All volunteer roles have position descriptions	Provide copies of position descriptions for all volunteer roles	» Volunteer Position Description templates	<input type="checkbox"/>
A minimum of two club members/volunteers have completed the "Do Food Safely" course through the Victorian Government website	Provide copy of certificates	» Course link	<input type="checkbox"/>

COMMUNICATION

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club has engaged sponsorship and is servicing the relationship	Provide proof of sponsorship	» Obtaining Sponsorship tip sheet	<input type="checkbox"/>
Club has established relationship with local council	Provide letter of endorsement from local council office or local member of parliament		<input type="checkbox"/>
Club has created partnerships with local community groups	Provide evidence of this		<input type="checkbox"/>

MARKETING AND PROMOTION

Measure	Evidence	CVI Support Resources available	Attached? <input checked="" type="checkbox"/>
Club has a defined brand which is in line with CVI's	Provide a written statement outlining the club's defined brand and how this compliments CVI's	» Club Brand tip sheet » CVI Values document	<input type="checkbox"/>
Club has marketing material, separate to that provided by CVI	Provide examples of marketing material (could include anything i.e. club handbook)		<input type="checkbox"/>





Calisthenics Victoria Inc.

VICSPORT

NEED HELP? GET IN TOUCH

 9562 6011
 9562 6399
 admin@calisthenics.asn.au
 www.calisthenics.asn.au

 6/104 Ferntree Gully Road
 East Oakleigh VIC 3166
 PO Box 8041,
 East Oakleigh VIC 3166