

Pre Meeting Survey

Club Information

Club Development Officer to complete

Current club contact details	
Name of club:	
Date club started:	State sport association:
President name:	
Phone:	Mobile:
Email:	
Second contact position	
Name:	
Phone:	Mobile:
Email:	
Address details	
Club postal address:	
Suburb:	Postcode:
Website:	
Facebook:	Twitter:

Club rules	
Incorporation number:	Incorporation certificate attached <input type="checkbox"/>
Constitution attached <input type="checkbox"/>	Date constitution last updated:

Club policies	
Member protection: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>	Complaints process: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>
Discipline and sanctions: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>	Working with children checks: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>
Providing a child safe environment: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>	
Liquor licence: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>	Approved manager: Yes <input type="checkbox"/> No <input type="checkbox"/> Name: Contact:
RSA: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>	
Liquor licence record keeping: Yes – attached <input type="checkbox"/> No <input type="checkbox"/>	

Financial information		
Bank:	Branch:	
Name on account:		
BSB:	Account Number:	Reference number:
Australian Business Number (ABN):		Registered for GST Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of the previous AGM financial statements Yes – attached <input type="checkbox"/> No <input type="checkbox"/> Year:		
How often are the club accounts audited?		
Is this done internally <input type="checkbox"/> professionally <input type="checkbox"/> or other? <input type="checkbox"/>		
If other, please describe:		
Certificate of Currency (public liability) Yes – attached <input type="checkbox"/> No <input type="checkbox"/>		

Membership	
Junior males (<18):	Junior females (<18):
Senior males (18-55):	Senior females (18-55):
Over 55 males (56+):	Over 55 females (56+):
Social:	Total membership numbers:

Clubs <i>in-focus</i> program
Does the club use the Clubs <i>in-focus</i> program? (grants, enews, conference) Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this committee member aware of the program? Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes to the above, please rate our services from 1–5, with 1 being high and 5 being low importance/satisfaction
(N/A = not applicable)

Importance	1	2	3	4	5	N/A
Availability of City Officers to meet with your club						
City of Joondalup website; recreation page						
Club Conference						
Sport network meeting						
Information seminars/focus groups						
Monthly eNewsletter						
Season launch (booking workshop)						

Satisfaction	1	2	3	4	5	N/A
Availability of City Officers to meet with your club						
City of Joondalup website; recreation page						
Club Conference						
Sport network meeting						
Information seminars/focus groups						
Monthly eNewsletter						
Season launch (booking workshop)						
Club Development Officers are knowledgeable and helpful						
Club Development Officers answer my enquiries promptly						
Overall satisfied of Clubs <i>in-focus</i> program						

Club goals and challenges

What do you see as your club's three most important goals over the next 12 months?

What do you see as your club's three greatest challenges over the next 12 months?

What type of assistance would help your club meet these goals/challenges?

Has your club completed the Australian Sports Commission's Club Health Check or TopClub (through your State Sport Association)?
