



# Club of the Year Award



*This award celebrates clubs who have demonstrated strong performance across their club programs, administration, training and development, governance, and management. It is designed to recognise successful, vibrant, and well managed clubs by rewarding exceptional examples of compliance and governance.*

## Selection Criteria

*Nominations close at 5pm on Monday, 23 March 2020*

- Nominating clubs are required to submit the Required Attachments outlined below
- Site visit to be conducted after submission received

## Required Attachments

- A copy of your Strategic Plan and/or Operational Business Plan
- The Club's Financial Reports for the past 3-years, with the Treasurer's Report  
*Please note your financial reports will not be shared with any third parties aside from assigned judges who have signed a formal Confidentiality Declaration*
- Evidence of Management Committee/Board procedures and reporting
- Evidence of Associations Incorporation Act 2015 and Liquor Licensing compliance if applicable (e.g. signage and registers)
- Three (3) high resolution photos of your club, suitable for display on the large screen at the Awards Ceremony. Photos might be of your venue, functions, or staff
- Accident/Investigation Report Form
- Incident Register

**Note:** By supplying the photo(s) and video(s), you are granting Clubs WA permission to use these for promotional purposes associated with the awards program.

**Please send your completed form with attachments to:**

- Email: [events@clubswa.com.au](mailto:events@clubswa.com.au)
- Post: Clubs WA, PO Box 5101, South Lake WA 6164

If you have any queries regarding the nomination questions or process, please contact [events@clubswa.com.au](mailto:events@clubswa.com.au) or call the Events team on 9417 7149.





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## General Information

### Your information

<b>Club</b>	
<b>Liquor license type</b> (if applicable)	
<b>ABN</b>	
<b>Date of incorporation</b>	
<b>Name of main contact</b>	
<b>Position</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Club size</b>	<p><input type="checkbox"/> <b>Small</b> – Annual turnover less than \$500,000</p> <p><input type="checkbox"/> <b>Medium</b> – Annual turnover from \$500,000 to \$1,000,000</p> <p><input type="checkbox"/> <b>Large</b> – Annual turnover greater than \$1,000,000</p> <p><i>Clubs WA reserves the right to request proof of eligibility (such as the Club's most recent Annual Report)</i></p>





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## Questions

Please answer in detail and provide as many examples as possible. Where applicable, suggested topics to address are listed under each question.

**Question One:** What are the key products, services, facilities and programs offered by your Club, and why should you be considered for the Club of the Year Award?

*No marks allocated for this question*

*Examples: sporting facilities [detail], food and beverage facilities [detail], sporting programs [detail], member health programs [detail], community programs [detail]. Show how these provide benefit to your members and if appropriate to the community as a whole.*

*Please enter your response below:*

**Question Two:** List your different membership categories and approximately how many members you have in each.

*No marks allocated for this question*

*Please enter your response below:*

Membership Category	Number of Members





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## Compliance

**Question Three:** What processes do you have in place to ensure your club is compliant?

*Suggested word count: 300 words (Maximum word count: 400 words)*

*Examples: Club audits and checklists; procedure for updating harm minimisation documents (House Management Policy, Code of Conduct and Management Plan); OSH checklists and policies; training register checklist; incident register process; quarterly reviews.*

*Please enter your response below:*

## Financial Accountability

**Question Four:** What processes do you have in place to ensure financial transparency?

*Suggested word count: 200 words (Maximum word count: 300 words)*

*Examples: Requirements for financial reporting by the Club Manager/Treasurer (i.e. what must they table at committee/board meetings?); audit tender process; budgeting process, etc.*

*Please enter your response below:*





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**Question Five:** What processes do you have in place to ensure the financial sustainability of your club?

*Suggested word count: 200 words (Maximum word count:300 words)*

*Examples: Procedures to prevent misuse of funds; procedures to secure funds to pay for maintenance; successful financial or budget outcomes in latest financial year; etc.*

*Please enter your response below:*

## Strategic Planning

**Question Six:** Detail the key components of your strategic/business plan.

*Suggested word count: 200 words (Maximum word count:300 words)*

*Examples: How your key achievements aligned with your long-term plans; processes involved; club's value proposition/offering (what does your club have to offer against your competitors?); initiatives to help develop your club (e.g. environmental planning, health strategies), etc.*

*Please enter your response below:*





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**Question Seven:** Describe what you achieved in 2019 as part of your strategic/business plan.

*Suggested word count: 200 words (Maximum word count:300 words)*

*Examples: Membership or financial increases, fundraising, new initiatives, etc.*

*Please enter your response below:*

## Membership

**Question Eight:** Has your membership grown in 2019 OR do you have a ceiling on membership for exclusivity?

*Suggested word count: 150 words (Maximum word count:220 words)*

*Examples: If your membership has grown, detail which categories have grown and what factors you think contribute to this growth. If you have a ceiling, detail how you think this assists with membership retention rates.*

*Please enter your response below:*





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**Question Nine:** Detail how you retain your existing members.

*Suggested word count: 200 words (Maximum word count:300 words)*

*Examples: Membership engagement; building maintenance; membership incentive/loyalty programs; membership feedback processes; membership renewal process; membership discipline procedures (e.g. member Code of Conduct; dispute process) etc.*

*Please enter your response below:*

## Governance

**Question Ten:** How do you ensure the committee/board, volunteers and employees are aware of their roles, responsibilities and potential penalties for non-compliance?

*Suggested word count: 200 words (Maximum word count:300 words)*

*Examples: Include any training provided at a cost to your club; induction procedures; position descriptions; staff/volunteer mentoring; and codes of conduct.*

*Please enter your response below:*





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**Question Eleven:** What succession plan do you have in place for your Committee/Board and senior management/Executive?

*Suggested word count: 150 words (Maximum word count:220 words)*

*Examples: roles created in junior Committee/Board positions for succession training; recruiting outside of club for specialised roles such as accounts or marketing; engaging younger members onto sub-committees etc.*

*Please enter your response below:*

**Question Twelve:** Detail how your Club Manager (or President if Manager is not applicable), has gone above and beyond their duties to inspire all within your club.

*Suggested word count: 100 words (Maximum word count:150 words)*

*Examples: establishing processes that can be measured; dedicated hours outside of 'work'; team building programs initiated; member engagement to bring about change etc.*

*Please enter your response below:*







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## Before you submit...

*Please ensure you have the following ready to send with your completed nomination:*

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