

CLUB ASSIST: HEALTH CHECK



OVERVIEW

New Zealand Cricket's role is to provide leadership and support for cricket within New Zealand.

NZC has produced a **Club Assist: Health Check**, designed to offer guidance and assistance to those clubs who are looking to improve their management and membership services. It can be used in isolation by clubs, but we would recommend, for full effectiveness, to go through the Health Check with a person from your Major or District Association.

The **'Club Assist: Health Check'** is a summary checklist that clubs can use to enable them to assess their policies, procedures and performance. It helps them to identify areas that work well or areas in need of improvement

HOW TO USE THE CLUB ASSIST: HEALTH CHECK

This Club Assist: Health Check [Abridged Version] is a logical audit of **15** key areas of a cricket club's operation. These are grouped into four categories below:

THE CLUB: MANAGEMENT AND ORGANISATION	THE GAME: ON THE FIELD	THE GAME: OFF THE FIELD	FACILITIES: SUPPORTING THE GAME
Strategic Planning [p5]	The Players [p7]	Coaches and Coaching [p8]	Clubrooms/Pavilion [p9]
Leadership [p5]	Female Cricket [p7]	Volunteers [p8]	Playing and Practice Facilities [p9]
Management [p5]	Junior Cricket [p7]		Health and Safety [p10]
Communication [p6]			Equipment [p10]
Financial Management [p6]			Welfare of Children & Vulnerable Adults [p10]

CLUB ASSIST: HEALTH CHECK SCORING GUIDELINE

The scoring guideline helps your club look at the way it performs its tasks. The most important things to consider when using the checklist are:

- **It is an assessment of your club, not the individuals in it.**
- **It can help you improve and develop your club.**
- **The checklist is based on a 'good practice' approach.**



- It is designed to promote continuous improvement.
- To gain the most benefit from the process, it helps to be completely honest in looking at the way your club performs.

The scoring guideline makes statements about the way a club works and you can use the rating scale to measure your club's level of performance.

USING THE SCORING GUIDELINE

The scoring guideline is designed to allow clubs to identify areas that need improvement. It allows you to rate your performance against each of the criteria of **0, 1, 2, 4, and 5**. If you rate a criterion as 0, 1, or 2 it means you have identified an area in need of improvement that may become part of your planning process. You might observe that the checklist has no 3 rating. This score has been deliberately omitted, as there is no middle ground in this process.

On the right-hand side of the scoring guideline you should note what actions your club can take to improve and who needs to be involved, and their level of priority as **H, M** or **L** for your club to get them achieved.

RATING GUIDANCE

Value	Rating
0	Not considered
1	Thinking about implementing
2	Started implementing
4	Operating, but not fully
5	Operating successfully

Priority	Rating
H	High priority
M	Medium priority
L	Low priority

Example

STRATEGIC PLANNING	0	1	2	4	5	ACTION	PRIORITY
1. Our club has undergone a health check in the past three years						Action: Club has recently undertaken a health check which has highlighted a number of areas the club needs to improve	L
2. Our club has a current plan which states our vision, goals and objectives						Action: Club needs to set up meeting to consider health check outcomes, prioritise areas needing improvement and set up action plans to implement strategies to achieve these over the next 1-3 years	H

NB: Each of the criteria with a **HIGH** priority should be considered in terms of their critical importance to the health and wellbeing of your cricket club and then a manageable number [4-6] selected as **KEY GOALS** to form the basis of your club's long-term **STRATEGIC PLAN**

THE CLUB: ORGANISATION AND MANAGEMENT

STRATEGIC PLANNING	0	1	2	4	5	ACTION	PRIORITY
1. Our club has undergone a health check in the past three years						Action:	
2. Our club has a current plan which states our vision, goals and objectives						Action:	

LEADERSHIP	0	1	2	4	5	ACTION	PRIORITY
1. The club chairperson takes responsibility for overseeing the club and ensuring the club committee meets regularly and is performing its roles						Action:	
2. Our club could find a suitable replacement if the club chairperson left						Action:	
3. Our committee is representative of our community and includes at least one female						Action:	

MANAGEMENT	0	1	2	4	5	ACTION	PRIORITY
1. Our club has an elected club committee						Action:	
2. Our club has an Annual General Meeting to elect our club committee						Action:	
3. All our club committee members and sub-committees have clear, written job descriptions or roles						Action:	
4. Our club committee has regular meetings with prepared agendas and minutes taken						Action:	
5. Our club has a set of policies and procedures that govern our operations and these are regularly reviewed						Action:	



COMMUNICATION	0	1	2	4	5	ACTION	PRIORITY
1. Our club has an up-to-date database or record of members						Action:	
2. Our club has regular communication with its members [eg. newsletter, website, social media]						Action:	
3. Our club promotes the achievements of our players and teams in the local media						Action:	

FINANCIAL MANAGEMENT	0	1	2	4	5	ACTION	PRIORITY
1. Our club prepares an annual budget, which shows proposed expenditure and income						Action:	
2. Our club is in a sound financial position						Action:	
3. Our club has procedures in place to apply for gaming trust funds and/or actively seek sponsors						Action:	
4. Our club has accurate and up-to-date financial records						Action:	

THE GAME: ON THE FIELD

THE PLAYERS	0	1	2	4	5	ACTION	PRIORITY
1. Our club promotes our membership and services to local secondary schools and the community						Action:	
2. Our club has developed strong links with local secondary schools and actively recruits school leavers to play for the club						Action:	
3. Our club has a significant involvement in cricket at local secondary schools [e.g. assistance administration, organisation and coaching]						Action:	
4. Our clubs makes new members welcome and eases their transition into the club						Action:	

FEMALE CRICKET	0	1	2	4	5	ACTION	PRIORITY
1. Our club has one or more female cricket teams						Action:	

JUNIOR CRICKET	0	1	2	4	5	ACTION	PRIORITY
1. Our club runs Superstar Cricket Academy and Superstar Cricket to increase junior participation						Action:	
2. The junior grades that our players participate in, are 'Age and Stage' appropriate – see NZC guidelines							
3. Our club has a significant involvement in cricket at local primary schools [e.g. assistance with organisation, registration and coaching]						Action:	

THE GAME: OFF THE FIELD

COACHES AND COACHING	0	1	2	4	5	ACTION	PRIORITY
1. Our club has an up-to-date database record of practicing coaches						Action:	
2. Our club has a Club Coach or Coaching Coordinator who organises and oversees our coaching and practice programme						Action:	
3. Our club provides a coach and quality coaching for every team, including women's and junior teams						Action:	
4. Our club runs well organised coaching and practice sessions for all teams						Action:	
5. Our club provides opportunities for all coaches, including parents, to attend coach education courses/workshops						Action:	

VOLUNTEERS	0	1	2	4	5	ACTION	PRIORITY
1. Our club has an up-to-date database or record of volunteers						Action:	
2. Our club has clear, job descriptions for volunteers						Action:	
3. Our club regularly recognises the contribution of its volunteers						Action:	

FACILITIES: SUPPORTING THE GAME

CLUBROOMS/PAVILION	0	1	2	4	5	ACTION	PRIORITY
1. Our club has its own clubrooms/ pavilion which forms the focus of club activities and reflects the club's heritage [eg. team photos, honours board]						Action:	
2. Our club's clubrooms/pavilion is well utilised and maintained						Action:	
3. Our club's clubrooms/pavilion has a liquor licence and complies with all the requirements of being a responsible host						Action:	

PLAYING AND PRACTISING FACILITIES	0	1	2	4	5	ACTION	PRIORITY
1. Our club has access to it's own or local authority grounds with a pitch of satisfactory standard for club cricket						Action:	
2. Our club has satisfactory practice facilities						Action:	
3. Our club educates all players and coaches about the need to: <ul style="list-style-type: none"> • Comply with all local playing conditions, such as minimum distances for fielders from the striking batsman and the use of protective equipment, including helmets by all batsmen, wicketkeepers and close-in fielders • Adhere to safety procedures at net practices and when using equipment such as a bowling machine 						Action:	

HEALTH and SAFETY	0	1	2	4	5	ACTION	PRIORITY
1. Our club has a Health and Safety policy and regularly discusses Health and Safety at committee meetings						Action:	
2. Our club has a Health and Safety hazard register that is easily accessible						Action:	
3. Our club ensures people report hazards and incidents and keeps a record of these						Action:	
4. Our club offers first aid training to all coaches and provides all teams with a first aid kit						Action:	
5. Our club provides clear messages to all players and coaches about the need to: <ul style="list-style-type: none"> • Be SunSmart by applying SPF 30+ sun screen and wearing appropriate clothing, caps and/or hats • Have their own drink container and be properly hydrated • Adhere to the 'Spirit of Cricket in terms of sportsmanship and having respect for all players, coaches and officials 						Action:	

EQUIPMENT	0	1	2	4	5	ACTION	PRIORITY
1. Our club has adequate high-quality equipment to ensure the safe and effective delivery of the game and to cater for all teams, including junior and women's teams						Action:	

WELFARE OF CHILDREN & VULNERABLE ADULTS POLICY	0	1	2	4	5	ACTION	PRIORITY
1. Our club conforms with the NZC Welfare of Children & Vulnerable Adults Policy						Action:	
2. Our club identifies volunteers who require a police vet to conform with the NZC Welfare of Children & Vulnerable Adults Policy, and ensures they are police vetted in accordance with the policy.						Action:	
3. Our club members are aware of who to speak to if they suspect something untoward.						Action:	

INTERPRETING THE RESULTS

The **Club Assist: Health Check** has been designed to help cricket clubs in a number of ways:

1. To provide clubs with a diagnostic assessment tool so they can assess their club structures, organisation and performance
2. To outline current good practice to allow clubs to measure themselves against it
3. To recognise excellence in clubs, which can be communicated to stakeholders e.g. members, sponsors, major and/or district associations
4. To establish eligibility for possible support and/or funding assistance

The results can be interpreted in two ways:

1. It allows your club to determine its areas of strength and provides a recognition of excellence
2. It compares your club's performance against best practice, reinforcing positive aspects and identifying areas that could need further development and/or improvement.