

ADELAIDE UNIVERSITY SPORT

CLUB OF THE YEAR AWARD CRITERIA

	MANDATORY
ADMINISTRATION	
Attend the AU Sport AGM	Y
Attend all AU Sport Council meetings	Y
Provide AU Sport with up to date committee contact details	
Hand in Annual Report to AU Sport on time	Y
Hand in Financial Report to AU Sport on time	Y
Make payment of AU Sport fees on time	Y
MEMBERSHIP	
Maintain correct percentage of membership types as per AU Sport policy	Y
Send membership list/details to AU Sport on time	Y
Comply with equal opportunity principles (inclusion, non-discrimination)	
Use the online Uni One system for club memberships	
VOLUNTEERS, COACHES AND OFFICIALS	
Accredited club personnel (coaches and officials)	
Position descriptions for club personnel	
First Aid official present at trainings/games	
Induction and training provided to club personnel	
Development opportunities for club personnel (courses etc)	
Staff (paid/non-paid) management policy	
Recognise/award club personnel	
Active recruitment of club personnel	
CLUB MANAGEMENT	
Risk management plan in place	
Policies in place – weather, alcohol etc.	
Constitution reviewed/updated (every 2-3 years)	
Club strategic plan (for 3-5 years)	
Committee elected at the club AGM	Y
Succession planning in place	
Code of Conduct for club members and supporters	
Processes for complaints/conflict	
Affiliated with the State Sporting Organisation and/or National body	

	MANDATORY
PROMOTION/MARKETING	
Club uniform/merchandise in line with AU Sport Uniform guidelines	
Club Newsletter	
Club Website (updated and maintained)	
Club page updated on the AU Sport website	Y
O Week participation (form in on time and a presence each day)	Y
Gain or maintain club sponsorship/s	
Actively apply for grants (external and/or internal)	
CLUB ACTIVITIES	
Participation in Intersarsity competitions (e.g. AUG, SAC, SUG)	
Involvement in local sporting competition	
Improvement in local sporting competition from previous season	
Host a club event (e.g. Inter-faculty competition, fundraising stall, camp)	