



[Insert Region]

Local Club Support Update

Name of Local Club					
Category 1 Good Communication within Club	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 2 Good Committee	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 3 Membership	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 4 Sponsor	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 5 Treasurer	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 6 Regular Programme of Events	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 7 Supportive Line Management	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 8 Senior Management Support	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 9 Fund Raising	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 10 Supportive Colleagues	1 Poor <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Excellent <input type="checkbox"/>
Category 11 Mentor *	1 Not Required <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 Required <input type="checkbox"/>

Club officials present at Support Update		Date of Support Update	

Guidance Notes:

Mark each category out of 5, with 5 being the highest positive mark. Once all clubs are scored, the outcome will show the Regional Committee of Management which areas need to be concentrated on across the region and identify areas where individual clubs need specific support.

Category 1: Good Communication within Clubs

What methods of communication are used? Local notice boards; local newsletter; desk drops; shared area on IT system or e-mail distribution only

Category 2: Good Committee

Does the committee meet on a regular basis? Are all sites represented on the committee? Does the committee make best use of the Club's money?

Category 3: Membership

What does the club do to recruit and maintain their membership? What efforts are taken to achieve this? If under 25% is Poor and over 75% is Excellent please mark accordingly.

Category 4: Sponsor

Does the club have a sponsor? Do they take an active interest in the club and help with issues that may arise?

Category 5: Treasurer

Does the Treasurer provide the committee with regular updates on the clubs financial position? Have they attended the appropriate training available to them i.e. Running Staff Clubs Course? Do they submit the clubs accounts for audit, and subsequently to the Regional Finance Manager, on time?

Category 6: Regular Programme of Events

Does the club plan and provide a programme of events throughout the year? Are there traditional activities that take place at the same time every year i.e. Children in Need, Days Out to annual events?

Category 7: Supportive Line Management

Do committee members feel supported by line management? Are they given time to attend committee meetings and carry out club activities?

Category 8: Senior Management Support

Does Senior Management support the activities of the club and its committee?

Category 9: Fund Raising

Does the club actively raise funds for charity, locally, regional or nationally? Is this recorded in the club accounts and reported to the Regional Office?

Category 10: Supportive Colleagues

Are local colleagues supportive of the local club and its activities – either in attending, arranging or providing cover for colleagues?

Category 11: Club Mentor *

Members of the Regional Committee are available to act as dedicated mentors to individual clubs. This facility is designed to offer extra support to those clubs who feel they would benefit from a closer relationship between themselves and the Regional Team and Committee of Management. Mentors will work with clubs to help resolve issues, provide advice where requested and help clubs to work on action plans as a result of the support update.