

CLUB ASSIST: HEALTH CHECK

New Zealand Cricket's role is to support and provide direction for the game of cricket within New Zealand. In conjunction with its Major and District Cricket Associations, New Zealand Cricket through its national development programme is able to offer advice, guidance and assistance to help clubs continually improve their management and membership services.

New Zealand Cricket's '**Club Assist: Health Check**' is a checklist that the Community Cricket Coordinators can use with cricket clubs to enable them to assess their policies, procedures and performance and from that identify and prioritise areas needing improvement in their operations and the services they offer as a basis for forward planning and sustainability.



CRICKET CLUB	
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HOW TO USE THE CLUB ASSIST: HEALTH CHECK

This Club Assist: Health Check 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 [p4]	The Players [p7]	Coaches and Coaching [p9]	Clubrooms/Pavilion [p11]
Leadership [p4]	Women's Cricket [p7]	Volunteers [p9]	Playing and Practising Facilities [p11]
Management [p4]	Junior Cricket [p7]		Health and Safety [p12]
Communication [p5]			Equipment [p12]
Financial Management [p5]			
Employees [p6]			

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 'best 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

For example:

Key: 0. Not considered	1. Thinking about implementing					2. Started implementing	4. Operating, but not fully	5. Operating successfully
STRATEGIC PLANNING	0	1	2	4	5	ACTION		PRIORITY
1. Our club regularly undertakes a health check of its policies, procedures and performance						Action: Club has recently undertaken a club health check which has highlighted a number of areas the club needs to improve		L
2. Our club has a current long-term 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

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating, but not fully	5. Operating successfully
STRATEGIC PLANNING	0	1	2	4	5	ACTION			PRIORITY
1. Our club regularly undertakes a health check of its policies, procedures and performance						Action:			
2. Our club has a current long-term plan which states our vision, goals and objectives						Action:			
3. Our club has an annual plan that is linked to our long-term plan						Action:			
4. Our annual plan includes timelines, who is responsible for outcomes, and is reported on at our committee meetings						Action:			
5. Our long-term plan is reviewed annually and modified as necessary						Action:			

LEADERSHIP

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating, but not fully	5. Operating successfully
LEADERSHIP	0	1	2	4	5	ACTION			PRIORITY
1. Our club is acknowledged by its members as being well organised with effective leadership and clear direction						Action:			
2. The club chairperson takes responsibility for overseeing the club and ensuring the club committee meets regularly and is performing its management and administrative roles						Action:			
3. Our club has succession plans in place to cover key leadership positions in the event of vacancies						Action:			

MANAGEMENT

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating but not fully	5. Operating successfully
MANAGEMENT	0	1	2	4	5	ACTION			PRIORITY
1. Our club has a current constitution						Action:			
2. Our club has an Annual General Meeting to elect our club committee						Action:			
3. All positions on our club committee are filled						Action:			
4. All our club committee members and sub-committees have clear, written job descriptions or roles						Action:			

5. Our club committee is representative of the structure of the club [eg. junior, senior, women]						Action:	
6. Our club committee has regular meetings with prepared agendas						Action:	
7. Our club has a set of policies and procedures that govern our operations and these are regularly reviewed						Action:	
8. Our club has risk management procedures and insurance policies in place to minimise injury to people, or damage to equipment or buildings						Action:	

COMMUNICATION

Key:	0. Not considered	1. Thinking about implementing		2. Started implementing			4. Operating but not fully	5. Operating successfully
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 listens to the views, ideas and concerns of members						Action:		
3. Our club has regular communication with members to ensure they are kept informed of club, association and/or New Zealand Cricket activities						Action:		
4. Our club produces regular written or electronic newsletters for members						Action:		
5. Our club has its own website, which is regularly updated						Action:		
6. Our club promotes the achievements of our players and teams, and publishes these and upcoming events in the local media [eg. radio, newspapers]						Action:		

FINANCIAL MANAGEMENT

Key:	0. Not considered	1. Thinking about implementing		2. Started implementing			4. Operating but not fully	5. Operating successfully
FINANCIAL MANAGEMENT	0	1	2	4	5	ACTION	PRIORITY	
1. Our club has a long term financial plan						Action:		
2. Our club prepares an annual budget, which shows proposed expenditure and income and is linked to our annual plan						Action:		
3. Our club is in a sound financial position being able to generate sufficient income to meet our financial needs						Action:		
4. Our club has procedures in place to apply for gaming trust funds and/or to actively seek sponsors						Action:		

5. Our club has accurate and up-to-date financial records							Action:	
6. Our club has procedures in place to monitor progress and report against the budget at club committee meetings							Action:	
7. Our club accounts are independently audited each year							Action:	

EMPLOYEES

Key:	0. Not considered	1. Thinking about implementing		2. Started implementing			4. Operating but not fully	5. Operating successfully
EMPLOYEES	0	1	2	4	5	ACTION		PRIORITY
1. All club employees have clear, up-to-date, written job descriptions							Action:	
2. All club employees have written employment agreements							Action:	
3. Our club has an induction process and training programme for all new employees							Action:	
4. Our club has an appraisal process to evaluate employees and provide them with positive feedback and assistance for improvement							Action:	
5. All our club employment practices comply with relevant legislation and tax regulations [eg. OSH, ACC, IRD]							Action:	

THE GAME: ON THE FIELD

THE PLAYERS

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating but not fully	5. Operating successfully
THE PLAYERS	0	1	2	4	5	ACTION			PRIORITY
1. Our club has recruitment strategies in place to attract new players to maintain/grow our number of teams						Action:			
2. Our club promotes our membership and services to local secondary schools and the community						Action:			
3. Our club has developed strong links with local schools [eg. shared use of facilities, assistance with organisation and coaching]						Action:			
4. Our club actively recruits school leavers to play for the club						Action:			
4. Our club has retention strategies in place to develop and retain players						Action:			
5. Our club offers a player development pathway a range of competitive and social cricket formats						Action:			
6. Our club has a Liaison Officer to make new members welcome and ease their transition into the club						Action:			

WOMEN'S CRICKET

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating but not fully	5. Operating successfully
WOMEN'S CRICKET	0	1	2	4	5	ACTION			PRIORITY
1. Our club actively recruits women players						Action:			
2. Our club has one or more women's cricket teams						Action:			

JUNIOR CRICKET

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating but not fully	5. Operating successfully
JUNIOR CRICKET	0	1	2	4	5	ACTION			PRIORITY
1. Our club has a junior cricket policy which is set within the guidelines established by New Zealand Cricket and includes the 'Spirit of Cricket' and codes of behaviour						Action:			

2. Our club has an appropriate player pathway for children and young people								Action:	
3. Our club has a significant involvement in cricket at local primary schools [eg. assistance with organization, registration and coaching]									
4. Our club runs a MILO Have-A-Go Cricket Centre and/or a MILO Kiwi Cricket Centre to increase junior participation								Action:	
5. Our club offers a range of modified formats to encourage the transition of youngsters from the MILO programmes into traditional junior cricket								Action:	
6. Our club has clear selection procedures for junior teams								Action:	

THE GAME: OFF THE FIELD

COACHES AND COACHING

Key:	0. Not considered	1. Thinking about implementing					2. Started implementing					4. Operating but not fully					5. Operating successfully																		
COACHES AND COACHING																0	1	2	4	5	ACTION										PRIORITY				
1. Our club has an up-to-date database or record of practising coaches																					Action:														
2. Our club has recruitment strategies in place to attract coaches																					Action:														
3. Our club has retention strategies in place to retain coaches																					Action:														
4. Our club has a Club Coach or Coaching Coordinator who organises and oversees our coaching and practice programme																					Action:														
5. Our club runs well organised coaching and practice sessions for all teams																					Action:														
6. Our club provides a coach and quality coaching for every team, including women's and junior teams																					Action:														
7. Our club ensures that all coaches have the skills to match the ability of the players they are coaching																					Action:														
8. Our club actively encourages our junior coaches to make participation in cricket an enjoyable and rewarding playing experience																					Action:														
9. Our club provides opportunities for all coaches, including parents, to attend coach education courses/workshops																					Action:														
10. Our club values, recognises and provides appropriate rewards for all our coaches																					Action:														

VOLUNTEERS

Key:	0. Not considered	1. Thinking about implementing					2. Started implementing					4. Operating but not fully					5. Operating successfully																		
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 recruitment strategies in place to attract volunteers																					Action:														
3. Our club actively promotes available volunteer																					Action:														

positions to club members to ensure vacancies are filled							
4. Our club has retention strategies in place to develop and retain volunteers						Action:	
5. Our club has clear, job descriptions for volunteers						Action:	
6. Our club provides access to mentoring and/or training programmes for volunteers						Action:	
7. Our club ensures volunteers have a positive, enjoyable experience						Action:	
8. Our club has recognition and reward strategies in place for volunteers, including opportunities for social interaction						Action:	
9. Our club nominates volunteers for local, regional and national awards						Action:	

FACILITIES: SUPPORTING THE GAME

CLUBROOMS/PAVILION										
Key:	0. Not considered	1. Thinking about implementing		2. Started implementing			4. Operating but not fully	5. Operating successfully		
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 boards]						Action:				
2. Our club's clubrooms pavilion provides a welcoming and inclusive environment for all members, including women and juniors						Action:				
3. Our club's clubrooms/pavilion is well utilised and maintained						Action:				
4. Our club regularly conducts health and safety checks on our clubrooms/pavilion, has an emergency plan and complies with all Warrant of Fitness requirements						Action:				
5. Our club's clubrooms/pavilion is smokefree						Action:				
6. 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										
Key:	0. Not considered	1. Thinking about implementing		2. Started implementing			4. Operating but not fully	5. Operating successfully		
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 pitch[es] of a high standard for club cricket						Action:				
2. Our club has access to high quality practice facilities						Action:				
3. Our club ensures all playing and practising facilities are well prepared and/or maintained to ensure the safe and effective delivery of the game						Action:				
4. Our club promotes and 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 						Action:				

<p>equipment, including cricket footwear and helmets by all batsmen, wicketkeepers and close-in fielders</p> <ul style="list-style-type: none"> • Adhere to safety procedures at net practices and when using equipment such as bowling machine • Undertake appropriate warm up and cool down activities 							Action:	
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HEALTH and SAFETY

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating but not fully	5. Operating successfully
HEALTH and SAFETY	0	1	2	4	5	ACTION		PRIORITY	

<p>1. Our club provides clear messages to all players and coaches about the need to:</p> <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:	
<p>2. Our club offers first aid training to all coaches and provides all teams with a first aid kit</p>							Action:	

EQUIPMENT

Key:	0. Not considered	1. Thinking about implementing			2. Started implementing			4. Operating but not fully	5. Operating successfully
EQUIPMENT	0	1	2	4	5	ACTION		PRIORITY	

<p>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</p>							Action:	
<p>2. Our club has a clearly defined system of equipment purchase, distribution and collection, maintenance, and secure storage</p>							Action:	
<p>3. Our club has expectations and rules regarding respect for, and safe use of, equipment which is clearly communicated to all members</p>							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 best 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 three ways:

1. It allows your club to determine its areas of strength
2. It compares your club's performance against best practice, reinforcing positive aspects and identifying areas that could need further development and/or improvement. New Zealand Cricket through its Cricket Development Managers and Community Cricket Coordinators can provide some expertise in terms of information, advice, guidance, assistance and in some cases funding
3. A recognition of excellence