

SCHOOL SUPPORT: 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 secondary schools continually improve their management and membership services.

New Zealand Cricket's '**School Support: Health Check**' is a checklist that the Community Cricket Coordinators can use with secondary schools 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.



SCHOOL	
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DATE	
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HOW TO USE THE SCHOOL SUPPORT: HEALTH CHECK

This School Support: Health Check is a logical audit of **14** key areas of a secondary school's cricket operations. These are grouped into four categories below:

THE SCHOOL: 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 [p8]	Pavilion [p10]
Leadership [p4]	Girl's Cricket [p7]	Volunteers [p8]	Playing and Practising Facilities [p10]
Management [p4]			Health and Safety [p11]
Communication [p5]			Equipment [p11]
Financial Management [p5]			
Employees [p6]			

SCHOOL SUPPORT: HEALTH CHECK SCORING GUIDELINE

The scoring guideline helps your school cricket 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 school cricket club, not the individuals in it.**
- **It can help you improve and develop your school cricket 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 school cricket club performs.**

The scoring guideline makes statements about the way cricket in a secondary school is organised and run and you can use the rating scale to measure your school cricket club level of performance.

USING THE SCORING GUIDELINE

The scoring guideline is designed to allow school cricket 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 school cricket club can take to improve and who needs to be involved, and their level of priority as **H, M** or **L** for your school cricket 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 school cricket club regularly undertakes a health check of its policies, procedures and performance						Action: The School cricket club has recently undertaken a health check which has highlighted a number of areas the cricket club needs to improve	L
2. Our school cricket club has a current long-term plan which states our vision, goals and objectives						Action: The School cricket 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 cricket in your school and then a manageable number [4-6] selected as **KEY GOALS** to form the basis of your school cricket club's long-term **STRATEGIC PLAN**

SCHOOL CRICKET: 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 school cricket club regularly undertakes a health check of its policies, procedures and performance						Action:			
2. Our school cricket club has a current long-term plan which states our vision, goals and objectives						Action:			
3. Our school cricket 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 school cricket club is acknowledged as being well organised with effective leadership and clear direction						Action:			
2. The school cricket club chairperson or Director of Cricket takes responsibility for overseeing cricket in the school and ensuring the school cricket club committee meets regularly and is performing its management and administrative roles						Action:			
3. Our school cricket 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 school cricket club has a current constitution						Action:			
2. Our school cricket club has an Annual General Meeting to elect our school cricket club						Action:			

committee								
3. All positions on our school cricket club committee are filled							Action:	
4. All our school cricket club committee members and sub-committees have clear, written job descriptions or roles							Action:	
5. Our school cricket club committee has regular meetings with prepared agendas							Action:	
6. Our school cricket club has a set of policies and procedures that govern our operations and these are regularly reviewed							Action:	
7. Our school cricket 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 school cricket club has an up-to-date database or record of members							Action:			
2. Our school cricket club listens to the views, ideas and concerns of members							Action:			
3. Our school cricket club has regular communication with players, families and coaches to ensure they are kept informed of school, association and/or New Zealand Cricket activities							Action:			
4. Our school cricket club produces regular written or electronic newsletters for members							Action:			
5. Our school cricket club regularly posts items on the school's website							Action:			
6. Our school cricket club promotes the achievements of our players and teams, and publishes these and upcoming events in our school newsletter, magazine, assemblies and local media							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 school cricket club has a long-term financial plan							Action:			

2. Our school cricket club prepares an annual budget, which shows proposed expenditure and income and is linked to our annual plan							Action:	
3. Our school cricket club is in a sound financial position being able to generate sufficient income to meet our financial needs							Action:	
4. Our school cricket club has procedures in place to apply for gaming trust funds and/or to actively seek sponsors							Action:	
5. Our school cricket club has accurate and up-to-date financial records							Action:	
6. Our school cricket club has procedures in place to monitor progress and report against the budget at school cricket club committee meetings							Action:	
7. Our school 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 school cricket club employees have clear, up-to-date, written job descriptions								Action:	
2. All school cricket club employees have written employment agreements								Action:	
3. Our school cricket club has an induction process and training programme for all new employees								Action:	
4. Our school cricket club has an appraisal process to evaluate employees and provide them with positive feedback and assistance for improvement								Action:	
5. All our school cricket 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 school cricket club has a well organised registration process in place, using Year 8 databases where available, to maintain/grow our number of teams						Action:		
2. Our school cricket club promotes our cricket to local primary/intermediate schools and cricket clubs						Action:		
3. Our school cricket club has developed strong links with local primary/intermediate schools [eg. shared use of facilities, coaching assistance, running the Cricket Leadership Course]						Action:		
4. Our school cricket club actively recruits new students at the school to play cricket						Action:		
4. Our school cricket club has retention strategies in place to develop and retain players						Action:		
5. Our school cricket club has created an appropriate player development pathway and a range of competitive and social cricket formats [eg. Quikhit, Slog Sixes] that meet the interests, ages and abilities of all players						Action:		
6. Our school cricket club organises a number of interschool matches for its competitive teams as well as entering them in the national cricket competitions [eg. Gillette Cup, NZCT Cups]						Action:		
7. Our school cricket club prepares a Year 13 database of cricketers leaving school for local cricket clubs to assist them to ease the transition of school leavers into club cricket						Action:		

GIRLS' CRICKET

Key:	0. Not considered	1. Thinking about implementing		2. Started implementing			4. Operating but not fully	5. Operating successfully
GIRLS' CRICKET	0	1	2	4	5	ACTION	PRIORITY	
1. Our school cricket club actively recruits girls to play cricket						Action:		
2. Our school cricket club has one or more girls' cricket 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 school cricket club has an up-to-date database or record of practising coaches								Action:	
2.	Our school cricket club has recruitment strategies in place to attract coaches								Action:	
3.	Our school cricket club has retention strategies in place to retain coaches								Action:	
4.	Our school cricket club has a Director of Cricket and/or Coaching Coordinator who organises and oversees our coaching and practice programme								Action:	
5.	Our school cricket club runs well organised coaching and practice sessions for all teams								Action:	
6.	Our school cricket club organises a coach and/or manager and provides quality coaching for every team, including girl's teams								Action:	
7.	Our school cricket club ensures that all coaches have the skills to match the ability of the players they are coaching								Action:	
8.	Our school cricket club actively encourages our coaches to make participation in cricket an enjoyable and rewarding playing experience								Action:	
9.	Our school cricket club provides opportunities for all coaches, including senior players and parents, to attend umpire and coach education courses/workshops								Action:	
10.	Our school cricket 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 school cricket club has an up-to-date database or record of volunteers								Action:	
2.	Our school cricket club has recruitment strategies in place to attract volunteers								Action:	
3.	Our school cricket club actively promotes								Action:	

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

FACILITIES: SUPPORTING THE GAME

PAVILION

Key:	0. Not considered	1. Thinking about implementing	2. Started implementing					4. Operating but not fully	5. Operating successfully
PAVILION	0	1	2	4	5	ACTION		PRIORITY	
1. Our school cricket club has its own pavilion which forms the focus of school cricket activities and reflects the school's cricket heritage [eg. team photos, honours boards]						Action:			
2. Our school cricket pavilion provides a welcoming and inclusive environment for all players and their families						Action:			
3. Our school cricket pavilion is well utilised and maintained						Action:			
4. Our school's cricket pavilion is smokefree						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 school cricket club has access to it's own grounds with pitch[es] of a high standard for school cricket						Action:			
2. Our school cricket club has access to high quality practice facilities						Action:			
3. Our school cricket club has adequate facilities to meet our current needs						Action:			
4. Our school cricket club ensures all playing and practising facilities are well prepared and/or maintained to ensure the safe and effective delivery of the game						Action:			
5. Our school cricket 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 the use of protective equipment, including cricket footwear and helmets by all batsmen, wicketkeepers and close in fielders Adhere to safety procedures at net practices and when using equipment such as bowling machine Undertake appropriate warm up and cool down activities 						Action:			

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
1. Our school cricket 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:	
2. Our school cricket club offers first aid training to all coaches and provides all teams with a first aid kit						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
1. Our school cricket club has adequate high quality equipment to ensure the safe and effective delivery of the game and to cater for all teams, including girl's teams						Action:	
2. Our school cricket club has a clearly defined system of equipment purchase, distribution and collection, maintenance, and secure storage						Action:	
3. Our school cricket club has expectations and rules regarding respect for, and safe use of equipment which is clearly communicated to all players and coaches						Action:	

INTERPRETING THE RESULTS

The ***School Support: Health Check*** has been designed to help school cricket clubs in a number of ways:

1. To provide school cricket clubs with a diagnostic assessment tool so they can assess the structures, organisation and performance of cricket in their school
2. To outline current best practice to allow school cricket clubs to measure themselves against it
3. To recognise excellence in cricket in schools, 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 school cricket club to determine its areas of strength
2. It compares your school cricket 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