**Policy, Procedure and Code of Conduct Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Policy | Yes – Up to date | Yes – Out of date | No |
| Child Safe Policy |  |  |  |
| Tribunal/Complaints Process |  |  |  |
| Club Constitution |  |  |  |
| Club/Competition By-Laws |  |  |  |
| Suspension Policy |  |  |  |
| Photograph/Media/Online Policy |  |  |  |
| Weather Policies |  |  |  |
| Inclusion Policies |  |  |  |
|  |  |  |  |

Please mark with an X whether your club has the following policies and how up to date they are:

Please mark with an X whether your club has a Code of Conduct for the following groups, and how up to date they are:

|  |  |  |  |
| --- | --- | --- | --- |
| Policy | Yes – Up to date | Yes – Out of date | No |
| Child Safe Policy |  |  |  |
| Tribunal/Complaints Process |  |  |  |
| Club Constitution |  |  |  |
| Club/Competition By-Laws |  |  |  |
| Suspension Policy |  |  |  |
| Photograph/Media/Online Policy |  |  |  |
| Weather Policies |  |  |  |
| Inclusion Policies |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Code of Conduct for: | Yes – Up to date | Yes – Out of date | No |
| Players |  |  |  |
| Coaches |  |  |  |
| Committee Members |  |  |  |
| Administrators |  |  |  |
| Umpires/Officials |  |  |  |
| Parents |  |  |  |
| Spectators |  |  |  |
| Club Leaders |  |  |  |

Which of the following documents, resources, structures and procedures does your committee have and use?

|  |  |  |  |
| --- | --- | --- | --- |
| Document/Procedure/Resource/Structure | Yes – Up to date | Yes – Out of date | No |
| Committee Structure |  |  |  |
| Position Descriptions |  |  |  |
| File Sharing |  |  |  |
| Committee Portfolio Handover Planning |  |  |  |
| Committee Meeting Structure |  |  |  |
| AGM Structure |  |  |  |
| Sub-Committees (eg. Juniors, Fundraising) |  |  |  |
| Money Management/Spending Policies |  |  |  |

Are there any other policies, procedures or similar that your club has?

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Are there any ther policies, procedures or similar that your club requires, or needs updated?

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Where are the clubs policies and procedures stored or published? (eg. Club website, committee share drive)

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