



# Excellence in Grampian Sports Clubs

Club  
'HEALTH CHECK'  
Survey & Application Form

Please return completed Health Check along with a cheque for £15 (address on last page)

Aberdeenshire **clubCAP** 'HEALTH CHECK' Survey & Application Form

**HC1. CLUB PROFILE**

HC1.1 Club Name		
HC1.2 Sport		
HC1.3 Contact Name		
HC1.4 Position in Club		
HC1.5 Contact Address		
		Postcode:
HC1.6 Telephone No	Daytime:	Evenings:
HC1.7 Email Address		

HC1.8 In which year was your club established? .....

HC1.9 Is your club affiliated to the Aberdeenshire Sports Council? Yes No

HC1.10 Please tell us which sports are played in your club? (List the sports in order of merit within the club – if you cater for more than 3 sports please detail below)

Sport 1	
Sport 2	
Sport 3	
Other Sport	

HC1.11 Is your club affiliated to the national governing body/bodies of these sports? Yes No  
PLEASE SUPPLY EVIDENCE OF AFFILIATION eg letter from governing body

If your club is not affiliated to the governing body, please tell us why not, and give us the name of your governing body.

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HC1.12 What competition(s) does your club regularly compete / play in?

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HC1.13 How many qualified coaches do you have working within your club?

	Name of Sport	No of Coaches
Sport 1		
Sport 2		
Sport 3		
Other Sport		

HC1.14 Do your coaches of junior members liaise with the local schools over the club's competitive commitments and player recruitment? Yes No

Is yes, how successful have you been?

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**HC2. MEMBERSHIP & PARTICIPATION**

HC2.1 Age Range covered by active members of club From..... To .....

HC2.2 Please give the number of members in each age range or section as distinguished by your sport (e.g. U12, juniors, disable, masters)

Section/age range						
Female numbers						
Male numbers						

HC2.3 In the last 5 years has membership of your club.....

	Yes	No
Increased ?		
Decreased ?		
Stayed the same		
Don't know		

HC2.4 Please indicate the level(s) at which your clubs members and/or teams are competing:

Local            District            Regional  
 National      Home International    International

HC2.5 Please indicate the priority your club places for each category. Some categories might not be relevant and you might wish to add your own categories.  
This should be an agreed committee view.

	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>IRRELEVANT</b>
Recreation/leisure activities				
Pre-school sport				
Junior participation (U18) standards				
Senior participation (18+) standards				
Masters/Veterans				
Performance/Elite sport				
Coach education				
Facility development				
Increase participation				
Socialising within club				
Competition				
Volunteer recruitment/development				
Ensure safety within the sport				
Attract and recruit disabled members and / or from black & ethnic minority groups				
Other:				

HC2.6 Does your club actively recruit from the following group of potential volunteers?

	Yes	No
Local Schools		
Parents/Relatives		
Teachers		
Ex-athletes/players		
Women & Girls		
Black & Ethnic Minority Groups		
Disabled People		

HC2.7 Does your club have identified people responsible for the following roles?

	Yes	No
School liaison officer		
Volunteer Co-ordinator		
New Member Co-ordinator		
Child Protection Officer		

HC2.8 Do you use the local media to attract and recruit new members/volunteers?      Yes      No

HC2.9 Please tell us if any of the following are an issue for your club

	Yes	No
Retaining existing members		
Attracting new jnr members		
Attracting new snr members		
Attracting women/girl members		
A general shortage of volunteers		
Not enough volunteers with specific relevant skills		
Financial difficulties		
Other (please specify below)		
Access to facilities		

If yes, why? .....

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**HC3. CLUB FACILITIES**

HC3.1 What is the name of the facility where you complete / play?

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HC3.2 What is the name of the facility where you train / practice?

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HC3.3 Who do you rent these facilities from?

Where you compete / play .....

Where you train / practice .....

HC3.4 Which of the following problems affect your club with regard to facilities?  
(please tick all that apply)

	facilities are not available locally	...not available when needed	...are too expensive	...are of poor quality	...other (please specify)
Facilities owned by another club					
University or college facility					
Council School Facilities					
Council Community Facilities					
Council Leisure Centres					
Commercial Leisure or Sports Facilities					
Outdoor Resources (parks/open spaces)					

Other facility .....

**HC4. Your Clubs Management**

HC4.1 Which statement best describes your club? (please tick all that apply)

A club which distributes profits among its shareholders or owners	
A club in which profits are retained and re-invested in the club	
A charity or friendly society	
A club with a formal constitution	
No formal legal status, but club organizers meet regularly	
Other (please specify below)	

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HC4.2 Who makes the major decisions about financial management and sports development within your club?

	Financial management	Sports Development
Club owner(s)/directors		
Club manager(s)		
Club committees		
Club coach(es)		
Members at a general meeting		
Other (please specify below)		

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HC4.3 Do you have written job descriptions for committee members, coaches and volunteers?

	Yes	No
Committee members		
Coaches		
Volunteers		

HC4.4 Do you have a club constitution and child protection policy?

	Yes	No
Club constitution		
Child Protection policy		

If no, would you be interested in receiving support to develop this? Yes No

HC4.5 Does your club have a written club development plan? (please tick all that apply)

No	
Yes, about sports facilities	
Yes, about social facilities	
Yes, about coach development	
Yes, about player development	
Yes, about youth development	
Yes, about development for disabled people and/or from black & ethnic minority groups	
Yes, about something else (please specify below)	

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If no, would you be interested in receiving support to develop this? Yes No

HC4.6 Do you market and advertise your club through...

	Yes	No
Local schools		
Local leisure centres		
Local libraries		
Local community centres/facilities		
Local supermarkets		
Your club's website		
Other (please specify below)		

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HC4.7 Is your club listed in any local or regional directories? Yes No

If no, would you be interested in having your details registered in our local directory? Yes No

**HC5. Your Clubs Finance**

HC5.1 In the last year, what have been your club’s sources of income? (please tick all that apply – writing 1, 2, 3 etc next to each in order of merit)

Membership fees	
Coaching and instruction fees	
Spectator receipts	
Sales, merchandising and promotional activities	
Renting out of own facilities	
Fundraising	
Bar and catering	
Match and game fees	
Grants	
Sponsorship	
Donations	
Lottery sports fund	
Other (please specify below)	

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HC5.2 Have you applied to any of the following, in the last 2 – 3 years? Please put a tick end column if your application has been successful.

	Yes	No	Successful
Sports Council			
City Council			
National Governing Body			
Awards for All			
The Community Fund			

HC5.3 Please use this space to tell us more about the key issues affecting your club. You may also wish to highlight the clubs strengths, weaknesses, opportunities and threats and any areas you feel support would be of assistance. (please continue on a separate sheet if necessary)

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 .....  
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HC5.4 Do you wish to have your club’s contact details held on our website Yes No

***Thank you for taking the time to complete this questionnaire & application***

PLEASE RETURN THE COMPLETED QUESTIONNAIRE & APPLICATION (ALONG WITH A CHEQUE FOR £15 – MADE PAYABLE TO ABERDEENSHIRE SPORTS COUNCIL)

Christine Edward/Tracie-Ann Lovie  
Aberdeenshire Sports Council  
1 Church Street  
MACDUFF  
AB44 1UR

Your complete accreditation programme pack will be dispatched within 14 days of receipt of your application