Survey Checklist

Club Name:

As part of the Clubmark process the club is required to submit evidence to support the answers they have provided in the Clubmark survey Document. The Support Officer/Development Officer will visit your club to check that the club has the required evidence.

Please note any question that is highlighted in grey the Club Support Officer/Development Officer will collate the evidence.

Strand	Comment	Evidence Provided		
Membership		Yes	No	More Required
1.1 Has the club provided information in regards to the number of current members?				
1.2 What percentage of members have re-joined from last year?				
1.3 Does the club follow up with members that have not re-joined from the previous season?				
1.4 What is the overall growth in membership from the previous year?				
1.5 Is the Swim Ireland Membership up to date?				
1.6 Did the club meet the Swim Ireland affiliation deadline for renewal of membership?				

		Yes	No	More Required
1.7 Did the club meet the Swim Ireland payment deadline for renewal of membership?				
1.8 Does the club provide a detailed handbook for members that has information specific to each squad?		Must answer yes		
Club Governance and Administration - Club		Yes	No	More Required
2.1 Does the club have a fully compliant club staff structure in place? **(Appendix A must be provided with final submission)**		Must answer yes		
2.2 Does the club issue/adopt the following policies or procedures as outlined in 2.2?		Must answer yes		
2.3 Is the club's constitution in line with the SI Rule book and constitution template? **(Club Constitution must be included in final submission)**		Must answer yes		
2.4 Is the club compliant/submitted the Governance Code?				
2.5 How often does the club committee meet?				
2.6 Do Head Coaches attend and report to a minimum of 4 committee meetings?				
2.7 How does a Young Person have a say on committee decisions? **(Club must provide evidence on final submission)**				

		Yes	No	More Required
2.8 Has the club attended the most recent meetings? i.e. SI AGM				
2.9 Does the club have any members on regional/national committees?				
2.10 Has the club attended Swim Ireland workshops in the past 12 months?				
2.11 Does the club submit an annual report to its members? **(Annual report must be provided with final submission)**				
2.12 Does the club have a written agreement in place with the facility?				
2.13 Does the club have clear role descriptions for everyone assisting within the club?				
Club Governance and Administration - Finance		Yes	No	More Required
2.14 Does the club produce an annual budget for the coming year?				
2.15 Does the committee receive a monthly statement of accounts?				
2.16 Does the club produce and distribute an annual statement of accounts?		Must answer yes		

		Yes	No	More Required
2.17 Does the committee approve expenditure in advance?				
2.18 Does the club have two or more signatories?				
2.19 Does the club match invoices / receipts with all expenditure?				
2.20 Does the club offer an electronic payment option?				
Aquatic Activities – Part 1. Competitive		Yes	No	More Required
3.1 Has the club hosted an internal competition?				
3.2 What percentage of athletes took part in the clubs internal competition?				
3.3 Has the club hosted an open competition?				
3.4 What percentage of athletes took part in an open competition?				
3.5 What percentage of athletes took part in a regional competition?				
		Yes	No	More Required

		Yes	No	More Required
3.6 What percentage of athletes took part in a National competition?				
3.7 Does the club have athletes involved in regional squads?				
3.8 Does the club have athletes involved in National squads?				
3.9 Does the club have athletes who have competed at international competitions?				
Aquatic Activities – Part 2. Participation		**Yes**	**No**	**More Required**
3.10 What age groups does the club cater for participation members?				
3.11 What disciplines do the club cater for?				
3.12 What stages of the LTAD does the club cater for?				
3.13 Does the club provide a pathway into different aquatic disciplines?				
3.14 Does the club provide a pathway into teaching/coaching?				

Club Development & Planning		Yes	No	More Required
4.1 Is the club development plan up to date? **(Development plan must be provided with final submission)**		Must answer yes		
4.2 Does each squad/team have an annual training/competition programme?				
4.3 Does the club hold coaches meetings?				
4.4 Has the club provided information in regards to numbers of qualified members?		Must answer yes		
4.5 Does the club have a fully compliant coaching/teaching structure? **(Appendix C must be provided with final submission)**		Must answer yes		
4.6 Does the club have a qualified level 3 coach?				
4.7 Does the club have an agreement/contract in place with all coaching/teaching staff?				
4.8 Does the club have clearly defined and publicised squad/team selection criteria?				

Communication, Social and Marketing		Yes	No	More Required
5.1 Has the club provided information in regards to communication methods?		Must answer yes		
5.2 Does the committee inform club members of their decisions?				
5.3 Does the club use a website or social media?				
5.4 Is the club noticeboard up to the recommended standard?				
5.5 How often does as the club engage with its members?				
5.6 Does the club host education/information evenings?				
5.7 Does the club hold socials for its active members?				
5.8 How many articles/stories have been publicised?				
5.9 How much money has the club fundraised?				

Please complete and sign below once all evidence has been approved by the Club Support Officer:

Name of Club Secretary:	
Signature of Club Secretary:	
Date:	

Name of Club Support Officer:	
Signature of Club Support Officer:	
Date:	