

Running Your Club

Planning: Setting up a planning structure

Consider the following planning process for your club or association. Once you have achieved each step, tick the box.

1. Establish the context with which your club board/committee must assume responsibility for strategic planning.	<input type="checkbox"/>
2. The board/committee takes a structured approach to strategic planning, considering the pre-planning activities that need to occur, the planning session itself, the documentation of the implementation plan and the follow-up of the plan	<input type="checkbox"/>
3. The board/committee needs to adopt of 'whole of sport' approach to developing the Plan to ensure that there are clear linkages to the national/state or district associations plan.	<input type="checkbox"/>
4. The board/committee identifies key performance areas (KPAs) and assigns Portfolios for each area to specific board/committee members.	<input type="checkbox"/>
5. The board/committee analyses the strategies for each KPA.	<input type="checkbox"/>
6. The board/committee communicates the strategies to all appropriate levels of the club or association.	<input type="checkbox"/>
7. The director assigned to each portfolio consults with the relevant people associated with implementing the identified strategies.	<input type="checkbox"/>
8. The board/committee assesses the strategies for each KPA at board/committee meetings using reports on each KPA as an agenda item.	<input type="checkbox"/>
9. The board/committee monitors and reviews the strategies for each KPA and reports any modification to the relevant people associated with overseeing each strategy	<input type="checkbox"/>