

CLUB ACCREDITATION PROGRAM

SILVER ACCREDITATION REQUIREMENTS

GOVERNANCE

DOCUMENTATION REQUIRED	HOW TO SUBMIT
Your club must have the following policies in place and available to the public: • Risk Management Policy • Complaint Handling (Grievance) Policy and Process • Child Safety & Wellbeing • Diversity and Inclusion Policy • Social Media Policy • Athlete Selection Policy • Food Safety and Handling Policy • Privacy Policy	Provide a link to the policies on your club's website.
Evidence that your club uses agendas to plan committee meetings and meeting minutes to record discussions, decisions and actions.	Upload examples of meeting agendas and meeting minutes to GamePlan Silver Module.
Information showing how your club committee is structured, including any sub-committees that support the main committee.	Upload your club's committee structure or organisational chart to GamePlan Silver Module, or provide a link to the committee structure or organisational chart if it is available on your club website.
Publicly available Position Descriptions for all Executive Committee and General Committee roles.	Provide a link to the Position Descriptions that are available on your club website.
Gender-diverse leaders on committee (minimum 30 points).	Committee details to be entered in GamePlan Silver Module.

CLUB ACCREDITATION PROGRAM: SILVER ACCREDITATION REQUIREMENTS

DOCUMENTATION REQUIRED

Evidence that your club uses a recognised financial reporting system to manage and maintain its financial records (for example, Xero, MYOB, Quickbooks or a similar system).

Upload evidence of the financial reporting system used to GamePlan Silver Module. This could include screenshots, financial reports or system-generated records.

Evidence that the committee regularly reviews the club's financial performance and budget throughout the year.

Upload committee meeting minutes to GamePlan Silver Module that show financial reports or budgets being reviewed and discussed by the committee.

The club must not have any Council debts that are overdue by more than 30 days.

No documentation required. Council records will be reviewed as part of the assessment process.

At least three diverse revenue streams identified.

Select applicable revenue streams in the GamePlan Silver Module.

Compliance with the “Games of Chance” section (Page 11) of the tenancy agreement.

Provide a signed declaration on GamePlan Silver Module from the President or Secretary confirming compliance.

DOCUMENTATION REQUIRED

Evidence that your club has completed Inclusion Stream Pathway #1 in consultation with a Monash Healthy Clubs Health Promotion Practitioner, Sport4All Inclusion Officer or another approved external organisation.

Provide the name and organisation of the practitioner your club has worked with. This information will be verified by a member of the City of Casey Community Sports Team.

Evidence that your club has signed the Casey Sports Club Gender Equity Commitment.

Upload signed Gender Equity Commitment to GamePlan Silver Module, or provide a link to where it is publicly available on your club website.

INCLUSION & COMMUNITY ENGAGEMENT

DOCUMENTATION REQUIRED

HOW TO SUBMIT

Evidence that your club is supporting mental health and wellbeing by completing at least **one** of following initiatives:

- A Mental Health First Aid Officer has been appointed to the committee
- A member on the committee who is a licenced Counsellor, Psychologist or Psychotherapist
- At least one committee member holds a current Mental Health First Aid accreditation
- The club has engaged an external service provider to deliver a mental health and wellbeing workshop to more than half of the committee and playing group

Select the option that applies to your club in the GamePlan Silver Module.