

# National Affiliation Standards Checklist



The National Affiliation Standards have been developed by Softball Australia as part of its Club and Association Development Strategy, focusing on creating safe, welcoming and healthy environments to attract and retain more participants.

A starting point to achieve this outcome is to ensure the professionalism and standards of all affiliated clubs and associations.

This document outlines a set of minimum National Affiliation Standards that clubs and associations can check annually and work towards meeting each standard with the support of their state softball organisation.

## Club/Association Details:

Name of club or association\*:

State\*:

Name of club or association contact\*:

Email of club or association contact\*:

Date\*:

Date of next check\*:

# National Affiliation Standards Checklist:

1. Is your club or association registered with its respective state softball organisation? \*

| Yes                      | No                       | In Progress              |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [Softball Australia constitution, policies and guidelines](#)
- [Member States](#)
- [homeplate.softball.org.au/governance](http://homeplate.softball.org.au/governance)

2. Is your club or association incorporated under the relevant state legislation? \*

| Yes                      | No                       | In Progress              |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [Legislative obligations for each State and Territory](#)
- [homeplate.softball.org.au/governance](http://homeplate.softball.org.au/governance)

3. Has your club or association completed the ASC Club Health Check or equivalent in the past three years? \*

| Yes                      | No                       | In Progress              |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [ASC Club Health Check](#)
- [STARCLUB Online Assessment Tool \(for South Australian clubs and associations\)](#)
- [homeplate.softball.org.au](http://homeplate.softball.org.au)

4. Does your club or association have a clear vision and plan with short, medium and long term objectives and strategies? \*

| Yes                      | No                       | In Progress              |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/planning/](http://homeplate.softball.org.au/planning/)

5. Does your club or association have a functioning website? \*

| Yes                      | No                       | In Progress              |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/marketing/](http://homeplate.softball.org.au/marketing/)

**6. Has your club or association entered full contact details of its current committee onto the mySoftball Community database? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In Progress              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/governance/](http://homeplate.softball.org.au/governance/)

**7. Does your club or association ensure Working with Children/Suitability Checks for all relevant volunteers in compliance with state legislation? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In Progress              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/governance/](http://homeplate.softball.org.au/governance/)

**8. Does your club or association maintain a current database of staff and volunteers with WWC checks? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In Progress              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/governance/](http://homeplate.softball.org.au/governance/)

**9. Does your club or association actively encourage its volunteers, members and staff to obtain appropriate training, qualifications and accreditations? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In Progress              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [www.softball.org.au/become-a-coach](http://www.softball.org.au/become-a-coach)
- [www.softball.org.au/become-an-umpire](http://www.softball.org.au/become-an-umpire)
- [www.softball.org.au/become-a-scorer](http://www.softball.org.au/become-a-scorer)

**10. Does your club or association provide a safe, accessible, welcoming and inclusive culture and environment in accordance with Softball Australia's™ Member Protection Policy? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In Progress              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/participation](http://homeplate.softball.org.au/participation)
- [Softball Australia policies and guidelines](#)

**11. Is the club or association actively managing its processes and procedures to identify, analyse and control risk? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In Progress              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/governance](http://homeplate.softball.org.au/governance)
- [homeplate.softball.org.au/risk-management](http://homeplate.softball.org.au/risk-management)

**12. Does the club or association have financial management systems and processes in place to manage its finances, including keeping track of all transactions, budgeting, cash flow and preparing financial statements? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In<br>Progress           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/financial-management](http://homeplate.softball.org.au/financial-management)

**13. Does the club or association have strategies to grow and retain its membership? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In<br>Progress           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/membership](http://homeplate.softball.org.au/membership)
- [homeplate.softball.org.au/participation](http://homeplate.softball.org.au/participation)

**14. Does the club or association and ensure that all members register annually online into the mySoftball Community database? \***

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       | In<br>Progress           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful Resources:

- [homeplate.softball.org.au/membership](http://homeplate.softball.org.au/membership)
- [homeplate.softball.org.au/participation](http://homeplate.softball.org.au/participation)

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Please email completed form to [tim.hatzi@softball.org.au](mailto:tim.hatzi@softball.org.au)