<Insert Club Name>

Club Business Plan

Template

<Insert Date>

Acknowledgements

Insert a personalised statement acknowledging the key committee/ club members involved in developing the plan.

Club Details

Purpose of the Club (Mission Statement)

Insert club mission statement (from constitution)

Club Structure

List committee positions and name of person occupying that position

|  |  |
| --- | --- |
| President: |  |
| Secretary: |  |
| Treasurer: |  |
| Other: |  |

Other key positions:

|  |  |
| --- | --- |
| Grants Officer: |  |
| Facilities Officer: |  |
| Volunteer Coordinator: |  |

Activities

List the core activities of your club

Facilities & Assets

List the major facilities and assets of your club

Membership

Make a statement about the membership status of your organisation (including figures)

Financial Status

List a few points summarising the financial status of your organisation

Current Situation

This section provides an overview of your previous club development plan. If you do not have an existing plan to review, you may choose to examine the history and main achievements of your organisation to date.

Key Achievements

List the main achievements of your organisation over the life of your previous club development plan, or in the recent history of your club if your club does not have an existing plan.

* E.g. Role descriptions for committee members have been prepared and are in use
* E.g. Field lighting installed.
* E.g. Adults social competition established. This new social competition has attracted 30 new adult members.

Issues Still Current

List the issues remaining from the previous plan that have not been addressed

* E.g. No facility improvements have been carried out
* E.g. Junior membership numbers are still declining

Club History

Please provide a short overview of the historical milestones and past successes of the club or association.

Analysis of Issues and Opportunities

In this section, you need to discuss the issues facing your organisation and the opportunities available to address the issues. These issues should be grouped into Key Result Areas to enable strategies to be developed for each issue. You should refer back to these issues and opportunities when developing actions.

Key Result Areas

Develop a set of desired ‘Key Result Areas’ which reflect the core areas of running your club such as:

1. Administration and Finance
2. Facilities and Equipment
3. Membership
4. Activity Development
5. Volunteer Management

Issues and Opportunities

| **Key Result Areas** | **Issues** | **Opportunities** |
| --- | --- | --- |
| *Example:* |  |  |
| *Facilities and Equipment* | *Club facilities are ageing facilities and in a poor condition* | *Access state and local government funding to upgrade facilities.* |
| *Membership* | *Junior membership numbers are in decline* | *A new school is opening close to the club - potential to work with the school to attract new junior members.* |
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Vision, Goals and Objectives

Vision

*Insert a statement which describes the overarching vision for your organisation for the life of this development plan.*

*Example: To provide competitive and social table football for all residents of <Community Name> in an inclusive and safe environment.*

Goals

*Identify a goal for each Key Result Area identified earlier*

|  |  |
| --- | --- |
| **Key Result Area** | **Goal** |
| *Example:*  *Administration and Finance* | *To manage the club in a responsible, accountable and sustainable manner to ensure its viability into the future.* |
|  |  |
|  |  |
|  |  |
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|  |  |

Objectives

Define a series of objectives for each goal to assist the development of actions which will enable each goal to be achieved.

|  |  |
| --- | --- |
| **Goal** | **Objectives** |
| *Example:*  *To manage the club in a responsible, accountable and sustainable manner to ensure its viability into the future.* | * *To plan for our organisation and its activities* * *To formalise and document the way in which the club is managed.* * *To demonstrate sound financial management* |
|  |  |
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Action Plan

This Action Plan should contain actions within each of the objectives and goals identified. You should group actions into the Key Result Areas identified earlier to ease implementation. Insert as many additional rows as you need to complete your action plan.

| **Key Result Area** | **Goals** | **Objectives** | **Actions** | **Performance Indicators** | **Resources & Responsibility** | **By When** |
| --- | --- | --- | --- | --- | --- | --- |
| **List the Key Result Area** | *What is the overall goal* | *What is the specific objective* | *What action do you need to take?* | *How do you know if you have achieved this?* | *Who is responsible, What resources will you need (human, financial, equipment).* | *When will you complete this action by?* |
| ***Example:***  ***Administration & Finance*** | *To manage the club in a responsible, accountable and sustainable manner to ensure its viability into the future.* | *To demonstrate sound financial management* | *To prepare an annual budget* | *Budget is prepared and adopted annually* | *Treasurer, Management Committee* | *At the first committee meeting following the AGM.* |
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Financial Assessment

**The annual program budget summary**

Both the annual and three, program budgets provide an instant recognition of the forecast costs associated with the conduct of the sporting organisations. The financial assessment is an important reflection of the funds needed in order to achieve a given level of results. They are also important as input into the organisations budgetary process and should be regularly updated.

|  |  |
| --- | --- |
| Estimated Expenditure $ | Estimated Income $ |
|  |  |
| Key performance areas |  |
| Administration and Finance |  |
| Facilities and Equipment |  |
| Membership |  |
| Activity Development |  |
| Volunteer/Personnel |  |
| Total Expenditure | Total Income  Surplus/Deficit |

**The cash flow forecast**

This provides the Club management committee with an understanding of the amount of cash coming into the organisation and whether the organisation can meet its obligations.

**Sample cash flow forecast**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Months** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **INCOME** |  |  |  |  |  |  |  |  |  |  |  |  |
| Registration fees |  |  |  |  |  |  |  |  |  |  |  |  |
| Sponsorship |  |  |  |  |  |  |  |  |  |  |  |  |
| Grants |  |  |  |  |  |  |  |  |  |  |  |  |
| Event income |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **EXPENSES** |  |  |  |  |  |  |  |  |  |  |  |  |
| Affiliation fees |  |  |  |  |  |  |  |  |  |  |  |  |
| Capital expenditure |  |  |  |  |  |  |  |  |  |  |  |  |
| Salaries and wages |  |  |  |  |  |  |  |  |  |  |  |  |
| Rent |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff training |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL INCOME** |  |  |  |  |  |  |  |  |  |  |  |  |
| **NET INCOME** |  |  |  |  |  |  |  |  |  |  |  |  |
| **CASHFLOW $** |  |  |  |  |  |  |  |  |  |  |  |  |

**The operating budget forecast**

Provides the forecast of assumptions of income and expenses and includes the previous years figures as a means of comparison.

|  |  |  |  |
| --- | --- | --- | --- |
| **Actuals** | **Feb** | **Mar** | **Apr** |
| **Last Year $** | **INCOME** | **This year being** | **Assumptions** |
|  | Registration fees |  |  |
|  | Sponsorship |  |  |
|  | Grants |  |  |
|  | Event income |  |  |
|  |  |  |  |
|  | **Total Income** |  |  |
|  |  |  |  |
|  | **EXPENSES** |  |  |
|  | Affiliation fees |  |  |
|  | Capital expenditure |  |  |
|  | Salaries and wages |  |  |
|  | **TOTAL INCOME** |  |  |
|  | **NET INCOME** |  |  |