

CLUB AUDIT 2004

OVERVIEW

The purpose of this audit process is to review the sustainability of Sports Organizations within Waitakere City as part of the 10 yr strategy for club development in the region.

The outcome of the audit will provide the information that is necessary prior to prescription of service and eventual distribution of funds that have been made available over the reserve balance after the cessation of the Community Sports Fund.

THE PROJECT

Sport Waitakere and Waitakere City Council are working together to carry out a Sports Club Audit on clubs in the region.

All clubs in the region will be contacted, given the opportunity to have the club audit. An interview will be held with each club.

The audit will examine:

- club membership
- facility management & development plans
- club sustainability
- club capacity and need for development
- strategic direction

Recommendations

- o New Questionnaire has been formed after feedback from the key test clubs. Feedback from the Waitakere Cricket Club is the revised questionnaire is more user friendly and acceptable to Clubs.

Recommendation: Leisure Services Department receive questionnaire and approve its distribution.

- o The work done to date with the revised timelines with Waitakere City Council Leisure services department continue with a monthly report supplied by Sport Waitakere on progress until completion of the contract period.

- The newly appointed Sport Development Manager Karen Western who has recently taken over from Andrew Sylvester completes the next stage of the timeline by sending the questionnaire to sporting clubs and commences individual club audit interviews.

Karen Western will engage the Sport Research Group to continue the process of interviewing the Sporting Clubs of Waitakere City.

- We continue progressing the club audit with promoting a link with the Regional Sporting Offices and National Sporting Office's with a networking and communication strategy.

Project Timeline

June

Letters sent to all clubs
Registration of Key Contacts
Surveys sent out to all clubs
Appointments Booked for clubs

July

Interviews to be held with the following clubs:

1st July – 9th July

Western District Hockey Club
Kumeu Raquets Club
Kumeu Badminton Club
Auckland Curling Club
Henderson Squash Club
Waitakere Athletics Club
Kelston Athletics Club
Te Atatu Rugby League Club
Glenora Rugby League Club
Waitakere Multisport & Triathlon Club

10th July – 17th July

Oratia United Soccer Club
Te Atatu Assn Football Club
Wildcoast Board Riders Club
Henderson Squash Club
United North Piha Lifeguard Club
Te Pai Park Tennis Club
Belvedere Tennis Club
Waitakere Bears Softball Club
Te Atatu Roosters Softball Club
Titirangi Tennis & Squash Rackets Club

18th July – 25th July

Te Atatu Netball Club
Waitakere Australian Rules Club
BMX Waitakere Club
Te Atatu Peninsula Womens Bowling Club
Henderson Valley Pony Club
Redwood Park Golf Club
Waitakere Rugby Club
Glen Eden Harriers
Waitemata Midway Ladies Hockey Club
Glen Eden Harriers

26th July – 31st July

Olympic Indoor Bowling Club
New Lynn Womens Bowling Club
Waitakere City Assn Football & Sports Club
Waitakere Golf Club
Henderson Rangers
Waitakere Fury American Football Club
Waitemata Rugby League Club
Chidolan Karate
Waitemata Ju Jitsu
North West Orienteering Club

INCOME		<u>CURRENT</u>	<u>PROPOSED</u>
1. SPARC			
2. WCC		\$42,000.00	
3. ACC			
4. Courses			
5. Events			
	Total Income	\$42,000.00	

Expenses			Current Money Spent		
1. Wages	Contractor	-\$28,000.00	Invoices Paid to SPG Group		
2. On Costs	Travel	-\$500.00	Date	Inv #	\$
	Cellphone	-\$300.00	5 th April 04	001	\$1,400.00
	Phone	-\$250.00	19 th April 04	002	\$1,400.00
3. Computer	Software (Database)	-\$1,500.00	3 rd May 04	003	\$945.00
	Internet access	-\$400.00			
4. Mailouts	Postage	-\$1,570.00			
	Stationary	-\$480.00			
5. Utilities	Web development	-\$ 2,000.00			
6. Support Staff		-\$ 4,000.00			
7. Management Fee		<u>-\$ 3,000.00</u>			
	Total Expenses	-\$42,000.00			

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