**Club Health Check**

**Guidelines for Sport and Recreation Services’ use of club evaluation reports**

The primary purpose of the Club Health Check is to improve administration, management, and operational processes and procedures of sport and recreation clubs to strengthen their sustainability and their capacity to provide participation opportunities in their local communities. The secondary purpose is to provide Federal and State Sport and Recreation Government Agencies and approved key stakeholders information and data for the purposes of determining and providing development support and assistance to clubs generally.

Club evaluation reports are generated by the Club Health Check and are accessible to the club, the Australian Sports Commission (ASC), and Queensland Department of National Parks, Recreation, Sport and Racing – Sport and Recreation Services (SRS). The ASC is working closely with National Sporting Organisations (NSOs) and may provide them access to their respective sport’s club evaluation reports for the purpose of developing club support.

The objective of these guidelines is to provide guiding principles and transparency for SRS’s utilisation of the club evaluation reports generated by the Club Health Check.

**Club evaluation reports generated by the Club Health Check may be utilised by SRS for the following:**

- provision of information to guide decision-making at a general level for supporting future requirements or needs of sport and recreation clubs;
- identification of issues and trends that are impacting sport and recreation clubs and making comparisons based on geographic location, club size, sport etc; and
- review and assessment of support initiatives and strategies that have been implemented to improve the capacity of sport and recreation clubs.

**Club evaluation reports generated by the Club Health Check will NOT be utilised by SRS for the following:**

- determining the eligibility of individual clubs for any form of funding or incentives;
- routinely assessing any application submitted by an individual club for funding or incentives; *Note - the club has the option to specifically include the club evaluation report (or section of) with an application as supporting documentation.*
- any purpose that is not providing support to the club, or results in a negative impact to the club; and
- provision to any organisation external to the club itself, SRS, ASC, or the approved NSO, without obtaining written permission from the club’s board or management committee.