**Over the academic year your club / committee will complete 3 development reviews, which will help the committee plan for the year ahead, review current progress and evaluate the year so far. These 3 reviews will be completed;**

1. In June/July – before the academic year starts.
2. In December/January – half way through the academic year.
3. In March/April – towards the end of the academic year.

Each section of this form must be completed and submitted electronically to the Opportunities Team via Alice Willumsen [alice.willumsen@uwe.ac.uk](mailto:alice.willumsen@uwe.ac.uk) or Ryan Sampson [ryan.sampson@uwe.ac.uk](mailto:ryan.sampson@uwe.ac.uk) , a minimum of 24 hours prior to your development meeting. If the form is not completed and submitted 24 hours before your meeting, your meeting will be cancelled. This form should be discussed and completed as a committee.

**SECTION 1 - TO BE COMPLETED IN JUNE / JULY**

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| **CLUB** |  |
| **DATE** |  |
| **COMPLETED BY** |  |
| **DATE OF DEVELOPMENT MEETING** |  |

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| **COMMITTEE MEMBERS**  Please list all of the committee members for the 23/24 academic year, including all team captains and their preferred contact details. | | | | |
| **Committee position** | **Name** | **Student Number** | **Email Address** | **Phone Number** |
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| **COMMITTEE CHECKLIST**  Over the summer you will need to complete the following documents. | |
| Handover document  Budget form  Club risk assessment  Fresher’s fair application  Inventory form | Signed club constitution  Committee training presentation & work book  Section 1 of club development form  Kit order form |

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| **KIT ORDERING**  The majority of kit orders should be completed over the Summer to allow time for processing, manufacturing and delivery before the BUCS/Competition season starts. Please list all of the items of kit, including estimated quantities below. All competitive, training and social clothing must be ordered through Rhino for the 23/24 academic year. The process for kit ordered will be discussed during your development meeting. | | |
| **Item** | **Quantity** | **Cost (INC VAT)** |
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| **CLUB REVIEW**  **This section of the form should be used to review the previous year and achievements of the club, along with areas of improvement.** |
| **PREVIOUS CLUB ACHIEVEMENTS**  What has the club achieved in the past 1-2 years? This should be documented in your handover document. |
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| **AREAS OF IMPROVMENT**  Identify areas of club, that may have been unsuccessful or need further development. What measures will the club take to overcome these? This can be projected over a longer period of time (e.g. 3 years). |
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| **CLUB DEVELOPMENT**  **This section of the form focuses on identified areas for club development. These questions should be discusses as a committee.** | | | | | | | | | |
| **MEMBERSHIP** | | | | | | | | | |
| What membership options will your club be offering this year? | | | | | What is your predicted membership numbers? | | | | |
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| **FINANCES & BUDGET PROJECTION**  **All clubs will need to complete a club budget form, with further detail.** | | | | | | | | | |
| Club balance brought forward | | Projected income (please list) | | | | | Predicted expenditure (please list) | | |
|  | | 1. Membership fees  2. Sponsorship/donations  3. Club fundraising | | | | | 1. Freshers fair costs  2. Clothing / Kit  3. Equipment  4. Facilities / coaching costs  5. Competition / league entries  6. Affiliation fees  7. Other | | |
| **FACILITIES** | | | | | | | | | |
| Current facilities/time/coaching provisions? | | | | Any proposed changed? (Please note, any changed will need to be discussed with the Centre for Sport team). | | | | | |
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| **QUALIFICATIONS** | | | | | | | | | |
| Do you require any student coaches/umpires? | | Do you have a minimum of 2 First Aiders? If so, who? | | | | | Do you have any anyone who is MiDAS trained (MPV)? | | |
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| **BUCS (If applicable)** | | | | | | | | | |
| **Previous Season** | | | | | | | | | |
| 22/23 League | 22/23 Position in league | | | 22/23 Competitions / Cup entered | | | | 22/23 BUCS Points achieved | |
| *e.g Premier South/ Western Tier 2A* |  | | |  | | | |  | |
| **Upcoming Season** | | | | | | | | | |
| 23/24 League | 23/24 League aims | | | 23/24 Competitions | | | | 23/24 BUCS points target | |
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| **External Competitions (If applicable)** | | | | | | | | | |
| 22/23 Competitions entered | 22/23 Results | | | 23/24 Competitions | | | | 23/24 Competition targets | |
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| **Fundraising** | | | | | | | | | |
| Does the club have any plans for club or charity fundraising? | | | | | | | | | |
| Event/fundraiser details: | | | | | | Date of event: | | | Target amount to raise: |
|  | | | | | |  | | |  |
| **Greener Futures and Sustainability** | | | | | | | | | |
| Name of Green leader / sustainability officer? | | | Describe any Greener Futures work book ideas / sustainability initiatives/campaigns they club will be getting involved with this year? | | | | | | |
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| **CLUB TARGETS**  **Create at least 5 targets for the club to focus on, and when these should be achieved by.** | |
| Targets: | Achieved by: |
| 1) |  |
| 2) |  |
| 3) |  |
| 4) |  |
| 5) |  |

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| **EXTRA INFORMATION**  **Is there any other information you would like to discuss or have noted in the development review?** |
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