**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. This form should be discussed and completed as a committee.

**SECTION 2 - TO BE COMPLETED IN DECEMBER / JANUARY**

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

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| **CLUB REVIEW**  **This section of the form should be used to review the previous semester and achievements of the club, along with areas of improvement.** |
| **SEMESTER 1 REVIEW**  What has the club achieved in the first semester? What areas need improvement? |
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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** | | | | | | | | | |
| Currently how many members do you have within the club? | | | | | Does your club plan to offer a semester 2 / half year membership for the remainder of the academic year? | | | | |
|  | | | | |  | | | | |
| **FINANCES & BUDGET PROJECTION**  **All clubs will need to complete a club budget form, with further detail.** | | | | | | | | | |
| Current club balance | | Semester 1 income (please list) | | | | | Semester 2 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 have any student coaches/umpires? | | Do you have a minimum of 2 First Aiders? Who? | | | | | Do you have any anyone who is MiDAS trained (MPV)? | | |
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| **BUCS (If applicable)** | | | | | | | | | |
| Current league position | League aims | | | Competition Results | | | | Upcoming Competitions | |
|  |  | | |  | | | |  | |
| **External Competitions (If applicable)** | | | | | | | | | |
| Competition Results | | | | Upcoming Competitions | | | | | |
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| **Fundraising** | | | | | | | | | |
| Has the club done any club or charity fundraising in semester 1? | | | | | | | | | |
| Event/fundraiser details: | | | | | | Date of event: | | | Amount raised: |
|  | | | | | |  | | |  |
| Does the club have any plans for club or charity fundraising in semester 2? | | | | | | | | | |
| Event/fundraiser details: | | | | | | Date of event: | | | Target amount to raise: |
|  | | | | | |  | | |  |
| **Greener Futures and Sustainability** | | | | | | | | | |
| Has the club got involved in any Greener Futures activities in semester 1? | | | Does the club have any plans to take part in Greener Futures or any sustainability initiatives/campaigns in semester 2? | | | | | | |
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| **CLUB TARGETS**  **Looking back at the targets previously set in the Summer, how has the club progressed with them?** | |
| Targets: | Progress: |
| 1) |  |
| 2) |  |
| 3) |  |
| 4) |  |
| 5) |  |
| Does the club have any new targets/aims for Semester 2? | |
| 1) | |
| 2) | |
| 3) | |

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| **COMMITTEE ELECTIONS**  **Committee elections are AGMs will be completed in the second semester. Are there currently any members who are interested in running for a committee position? Are there any members that the committee think would be a good committee member for their club?** |
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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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