**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 or Ryan Sampson 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**

|  |  |
| --- | --- |
| **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 fees2. Sponsorship/donations3. Club fundraising | 1. Freshers fair costs2. Clothing / Kit3. Equipment4. Facilities / coaching costs5. Competition / league entries6. 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).  |
|  |  |
| **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)?  |
|  |  |  |
| **BUCS (If applicable)** |
| Current league position | League aims  | Competition Results  | Upcoming Competitions |
|  |  |  |  |
| **External Competitions (If applicable)** |
| Competition Results  | Upcoming Competitions |
|  |  |
| **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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