**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 April/May – 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 3 - TO BE COMPLETED IN APRIL / MAY**

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

|  |
| --- |
| **END OF YEAR COMMITTEE CHECKLIST**During the committee elections and towards the end the academic year, you will need to ensure the following documents have been completed and submitted.  |
| [ ]  Handover document [ ]  Inventory form[ ]  AGM Agenda [ ]  AGM Sign in sheet  | [ ]  AGM minutes[ ]  Committee Election (online) |
| Please ensure your hand over document, and inventory form has been submitted to the Opportunities team.Please use the space below to share any online documents.  |

|  |
| --- |
| **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?  |  Is this above or below your set target for the year?  |
|  |  |
| **FINANCES & BUDGET PROJECTION****All clubs will need to complete a club budget form, with further detail.**  |
| Current club balance | Semester 1 & 2 income (please list) | Semester 1 & 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 changes? (Please note, any changed will need to be discussed with the CFS).  | Would your club like to continue training until the end of the academic year (May/June)? (Please note, the club will be charged for facility hire and will need to have this cost factored into the club budget).  |
|  |  |  |
| **QUALIFICATIONS** |
| Do you have any student coaches/umpires for the next academic year? | Do you have any first aiders for the next academic year?  | Do you have any anyone who is MiDAS trained (MPV) for the next academic year?  |
|  |  |  |
| **BUCS (If applicable)** |
| Current/end league position | Have your league aims set been met?  | Competition Results  | Upcoming Competitions |
|  |  |  |  |
| **External Competitions (If applicable)** |
| Competition Results  | Upcoming Competitions |
|  |  |
| **Fundraising**  |
| Has the club done any club or charity fundraising in semester 2?  |
| Event/fundraiser details: | Date of event: | Amount raised:  |
|  |
| Does the club have any plans for club or charity fundraising in semester 3?  |
| 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 2?  | Does the club have any plans to take part in Greener Futures or any sustainability initiatives/campaigns in semester 3?  |
|  |  |

|  |
| --- |
| **CLUB TARGETS****Looking back at the targets previously set for this academic year, how has the club progressed with them?**  |
| Targets:  | Progress:  |
| 1) |  |
| 2) |  |
| 3) |  |
| 4) |  |
| 5) |  |

|  |
| --- |
| **CLUB REVIEW****This section of the form should be used to review the year and achievements of the club, along with areas of improvement.**  |
| **PREVIOUS CLUB ACHIEVEMENTS**What has the club achieved this academic year? This should be documented in your handover document. |
|  |
| **AREAS OF IMPROVMENT**Identify areas of club, that may have been unsuccessful or need further development. What measures should the club take to overcome these? This can be projected over a longer period of time (e.g. 3 years).  |
|  |
| **ADVICE FOR NEXT YEARS COMMITTEE**Do you have any advice or notes for the incoming committee?  |
|  |

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