**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](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 3 - TO BE COMPLETED IN APRIL / MAY**

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

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| **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. | |

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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? | | | | | 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 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 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? | | | | | | |
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| **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) |  |

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| **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? |
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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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