

Criterion	Expectation	Notes	Y/N
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Bronze Level Assessment Quality Club Program



The concept of the Quality Club Program is to provide an opportunity for all community football clubs in Victoria to achieve a minimum standard of club administration and to recognise and reward clubs for achieving the base standard through to standards of excellence.

1	All Coaches at our club have attained level 1 accreditation.	Please note that Football Victoria/VCFL will confirm with your league that your coaches have achieved level 1 accreditation.	Contact should be made with your league should you be unsure whether a club coach is currently accredited.	
2	All Trainers at our club are accredited in accordance with league requirements.	Please note that Football Victoria/VCFL will confirm with your league that all trainers are accredited to your league requirements.	The nature and physical demands of football make it inevitable that injuries will occur to players. Strategies to prevent injuries from occurring are important but just as much attention also needs to be directed to injury management and treatment. In the event of injury, it is important that immediate and appropriate action is taken by suitably qualified staff and clubs therefore need to ensure that their trainers are equipped and qualified to respond.	
3	Our club is registered as a Food Premises with our local Council.	Please provide a copy of your Certificate of Registration as a Food Premises when submitting the Bronze level Assessment form.	The Government has introduced food safety handling regulations to protect consumers and organisations. Under changes to the Food Act 1984, all Food Premises must be registered with their local Council. Clubs that operate canteen and kitchen facilities will be required to be registered as Food Premises with their local Council, depending on the type of food that they are handling and providing to consumers.	
4	Our club has adopted a SmokeFree Policy.	Please provide a copy of the meeting minutes from the Committee meeting where the SmokeFree Policy was adopted, when submitting the Bronze level Assessment form.	See attached policy	
5	Our club has adopted a Racial & Religious Tolerance Policy.	Please provide a copy of the meeting minutes from the Committee meeting where the Racial & Religious Tolerance Policy was adopted, when submitting the Bronze level Assessment form.	Following the introduction of government legislation on this issue, Football Victoria in conjunction with the Department for Victorian Communities, developed a Racial & Religious Tolerance Program for football called Bouncing Racism out of Sport (BROOS). The BROOS Program is designed to increase participation of people from diverse population groups, minimise risk of inappropriate behaviour, and promote activities that offer welcoming and harmonious football environments. See attached policy	
6	Our club has an Umpires Escort at all matches.	Your club must ensure that a club representative(s) is assigned to the role of Umpires Escort at all matches and complies with your league's requirements.	The role and responsibilities of the Umpires Escort are set by your league. Your league will also establish the identification requirements for your umpire escorts.	Yes

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7	Our club has adopted a written and approved annual Club Budget.	Please provide a copy of your Club Budget and a copy of the Committee meeting minutes where the budget was adopted, when submitting the Bronze level Assessment form.	Sample Budget templates, to be used as a guide for your club, are available on the Football Victoria website (www.footballvic.com.au) under the Quality Club Program in the Community Football Section.	
8	Our club has adopted a Club Code of Conduct and/or is participating in the AFL Kids First Program.	Please provide a copy of the meeting minutes from the Committee meeting where the Club Code of Conduct was adopted, when submitting the Bronze level Assessment form. Please note that this is separate from the Coaches' Code of Conduct that is implemented via the Coaching Accreditation process.	A Club Code of Conduct will provide club members with a clear guide on the club's expectations regarding the behaviour of its members. See attached policy	
9	Our club completes a Match Day Checklist before the commencement of games for each round.	Please note that a copy of the form must be filed and kept by the home team for each match conducted and be kept for seven years.	For further information on risk management issues for football clubs, please refer to the Risk Management module of the AFL Club Management Program. This Program is available from Football Victoria.	Yes
10	Our club holds a current liquor licence and complies with the liquor licence regulations (this criterion only applies to those clubs who serve alcohol).	Please provide a copy of your Liquor Licence when submitting the Bronze level Assessment form.		Yes
11	Our club is incorporated (or a company) and affiliated to a Member League of FV.	Incorporation provides any club with a legal identity that is distinct from that of the members, therefore relieving the members of the committee and the club from liability for authorised acts of the club. It is a major protection device for clubs with regard to legal issues, however, it does not prevent actions for negligence against individuals in all circumstances.	All clubs in the CMFL are incorporated and affiliated with FV.	