

Self-Assessing Questionnaire On the Fundamentals Needed for a Strong and Productive Track and Field Club

This questionnaire is designed to provide the Track and Field Club with a self-assessing tool to evaluate their progress in club development. Answer the following questions from the perspective of your club and referencing the preceding outline of the Fundamentals needed for a Strong and Productive Track and Field Club. If you would like to forward a copy of the completed questionnaire to BC Athletics, it will assist in us in helping you with your club development. Thank you.

1. What is your Clubs' Mission Statement or a Statement of Purpose?

2. Do you consider that this statement accurately describes what your Club's main function is? Yes / No? If No, how do you think it should read?

3. For those clubs that have not defined a Statement of Purpose, can you describe what you believe your main function to be?

4. On what basis are the club directors and executive chosen? _____

5. What are the main duties of your executive?

6. What are the three main goals of your Club for this year?

a) _____

b) _____

c) _____

7. What age groups form the basis of your Clubs' athlete membership? How is the membership recruited? _____

8. Does your Club have a relationship with the school system? If so, at what level:

- a) Elementary _____
- b) Junior Secondary/Middle School _____
- c) Senior Secondary _____
- d) Post Secondary _____

How do the club and school(s) help each other?

9. Does your Club have a Head Coach? If so what is expected of this person?

10. Do you believe that it is important for your Head Coach to have completed levels of the Coaching Certification Program Yes / No.? If yes, what level of certification does your Head Coach have? Sport Coach _____ Club Coach _____ Level 3 Performance Coach _____ Level 4 _____ Level 5 _____

11. Does your Head Coach carry out coaching duties on a year round basis or just for part of the year? All year _____ Seasonal _____ If seasonal, for what months?

12. How many coaching sessions per week does your Head Coach conduct?

Spring ____ Summer ____ Fall ____ Winter ____

13. Is your Head Coach a specialist i.e.--responsible for only one event area, or a generalist and if a specialist, in what events?

14. How many other coaches besides the Head Coach does your Club utilize?

15. What are the responsibilities of the assistant coaches?

16. Do your coaches receive any sort of remuneration? If so, on what basis?

17. From what sources does your Club secure its operating funds? If you are willing and it is possible to do so, please list approximate dollar figures.

18. Do you believe that your Club has come up or is going to be able to come up with adequate fund raising ventures?

19. What are your Club's main problems concerning Fund Raising? _____

20. How does your Club assign Fund Raising activities and what kinds of activities does your club undertake? _____

21. If you are willing, please list approximate dollar expenditures for each of the following:
- a) Senior, U20, U18, U16 Program _____
 - b) Junior Development Program _____
 - c) Coaching: honorariums _____ salary _____ other _____
 - d) Equipment _____
 - e) Administration _____

22. Which of the following positions has your Club established?

- a. Membership Chairperson/Registrar _____
- b. Fundraising Chairpersons _____
- c. Uniform Chairperson _____
- d. Entries Chairperson _____
- e. Travel Arrangement Chairpersons _____
- f. Track and Field Meet Team Manager _____
- g. Statistician _____
- h. Newsletter Editor _____
- i. Publicity Chairperson _____

23. Which of the following is your Club able to provide?

- a. Hosting Track and Field Meets _____
- b. Hosting Cross Country Races _____
- c. Hosting Road Races _____
- d. A Policy Manual _____
- e. Newsletter _____
- f. Newspaper Write-ups _____
- g. An Awards Banquet _____
- h. Entry Fees to Competitions _____
- i. Uniforms _____

24. Do you believe that your Track and Field Club is well established and well known in your community? _____

25. Do you know if the "powers that be" (government, business, service clubs and institutions) in your community believe that your Club is serving an important function? Are they prepared to provide assistance?

26. Do you foresee any obstacles that could hinder the continuation of your Club? If yes, can you list and explain.

27. How can these obstacles be overcome? _____

28. What do you consider too be the three main weaknesses of your Club?

a) _____

b) _____

c) _____

29. What do you consider too be the three main strengths of your Club?

a. _____

b. _____

c. _____

All the best with your club development.