



Star 2 Accreditation

Awareness:

Star 2 Accreditation is the second level of Club 10 Accreditation. There are five levels of accreditation in total. Star 2 Accreditation is all about Awareness. Star 2 clubs demonstrate an awareness of Quality Management Systems and the Club 10 National Standards.



It is important for clubs to understand that Club 10 is not just for the sake of documenting things so that nothing can change. Quality Systems, like those required for Star 3 Accreditation, do not operate without an awareness of their purpose and how they are to be applied within the club.

Whether your club is big or small, whether your club is well established or just starting out, Club 10 is about making Quality Management Systems work for your club as a positive force in its quest for continual improvement and sustainable success.

Achieving Star 2 Accreditation:

To achieve Star 2 Accreditation, the club must declare awareness of all Club 10 National Standards. Awareness is divided into two areas, Documented and Developing. The following information will explain how to establish which of these best describes your club.

The Star 2 Checklist will help the club to identify where there are areas for improvement or where gaps in management may lie. Once these have been identified, the club should have the ability to evaluate and prioritise which of these areas to address first. Eventually, having addressed and developed all necessary areas, the club will be better prepared as an organisation (including procedures, policies and forms of evidence).

Where to Start?

The first step in approaching Star 2 is preparation. In order to compare the club's systems to the National Standards, the club will need a reference point. Using the Star 2 Reference Guide within the Checklist you should gather together club documentation that relates to each of the 43 Modules. By doing this, you will be better prepared and will find it easier to locate the relevant documents when trying to compare and determine awareness of the National Standards.



How to complete the Star 2 Checklist?

The next step is identification. Whether the club is operated by a management committee or even if it is a "one man band" it is worth identifying what is currently in place, what is missing and what needs improvement. This can be done quickly and easily by comparing the clubs documentation (policies, procedures and other forms of evidence) against each of the National Standards within each Module.



When comparing the club's documentation with the National Standards, there are two options to choose from:

- *Documented*
- or**
- *Developing*

Documented:

This means the club's documentation clearly meets the National Standards and is on file within the club.

Future Reference: If the club's documentation complies with the National Standards, the club is required to provide the details of this documentation (including its format, location, name and referencing information).

Developing:

This means the club's documentation does not comply with the National Standards OR the club is currently developing documentation that will meet the National Standards in the future.

Action Plan: If the club's documentation does not comply with the National Standards or is developing documentation that will, the club is required to provide strategies for improvement through the establishment of an action plan (including tasks/actions, assigned to and completion date).

The Star 2 Checklist has been developed to introduce the club to all areas of club management and provide an awareness tool for clubs that is easy to use.

Overview of the Star 2 Checklist

There are 10 Sections within Club 10 (hence the name Club "10"). Each section within Club 10 includes a focus area that concentrates on a specific aspect of club management. The Club 10 Sections and Focus Areas are as follows:

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|---|---|
| <p>1 Management</p> <ul style="list-style-type: none"> • <i>Club Culture</i> • <i>Governance</i> • <i>Procedures</i> • <i>People</i> | <ul style="list-style-type: none"> • <i>Program</i> |
| <p>2 Planning</p> <ul style="list-style-type: none"> • <i>Success and Sustainability</i> | <p>6 Information</p> <ul style="list-style-type: none"> • <i>Collection</i> • <i>Storage</i> |
| <p>3 Facilities and Equipment</p> <ul style="list-style-type: none"> • <i>Safety</i> | <p>7 Communication</p> <ul style="list-style-type: none"> • <i>Publication and Distribution</i> |
| <p>4 Technical Development</p> <ul style="list-style-type: none"> • <i>Coaches</i> • <i>Judges</i> | <p>8 Membership</p> <ul style="list-style-type: none"> • <i>Recruitment and Retention</i> |
| <p>5 Services</p> <ul style="list-style-type: none"> • <i>Club Presentation</i> • <i>Venue and Equipment</i> | <p>9 Promotion and Marketing</p> <ul style="list-style-type: none"> • <i>Members</i> • <i>External</i> |
| | <p>10 Leadership</p> <ul style="list-style-type: none"> • <i>Gymnastics Contribution</i> |

Each focus area is made up of modules. There are forty three modules in total within the Star 2 Checklist. Each Module addresses a different a set of National Standards for which the club is asked to declare if they comply with the National Standards through documentation or are currently developing documents for compliance.

