



Star 3 Accreditation

Compliance

Star 3 Accreditation is the third level of Club 10 Accreditation. There are five levels of accreditation in total. Star 3 Accreditation is all about compliance. Star 3 clubs demonstrate compliance with the Club 10 National Standards and apply Quality Management Systems throughout the organization.



Compliance is not just about adhering to the requirements of State and Commonwealth Legislation. It also includes acting in accordance with our sport's codes, standards and principles of good governance. It is the responsibility of each club to ensure this occurs.

"The case for compliance management is a clear, solid and fairly obvious one... Companies and other bodies can choose to ignore what is required of them by the various regulators, or establish compliance systems to ensure that laws, codes and Standards are implemented. With the potential for legal and financial penalties it's common sense and simply good stewardship..." Fels, Alan 2005, 'Managing compliance through online document delivery', The Global Standard, vol. 4, no. 5, July, pp 18-20

Achieving Star 3 Accreditation:

To achieve Star 3 Accreditation, the club must demonstrate compliance with all Club 10 National Standards. Adopting a compliance approach is relatively easy, regardless of whether the club is starting from scratch or if it is updating existing systems. If the club uses old systems, they can update them, making them applicable to current standards and practices. New documents may be required to cover areas where relying on competency alone is not possible, or not enough to demonstrate compliance with the National Standards.

The Star 3 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 ready to submit all documents (including procedures, policies and forms of evidence) for compliance assessment.

Auditing

Compliance assessment is conducted via a Club 10 Evidence Audit. Evidence Audits are completed by an independent auditor (selected by Gymnastics Australia) who will review the club's evidence upon submission. Obviously, if evidence is absent from the club's submission, compliance with the National Standards can not be verified and Star 3 Accreditation can not be successfully attained.

Compliance refers to the situation in which the club fully meets the requirements of the Club 10 National Standards which will ultimately determine the club's Star 3 Accreditation. Non-compliance refers to the club's failure to demonstrate or meet the Club 10 National Standards.





The Role of the Auditor:

The role of the auditor is quite simple:

- Compare the club's evidence (submitted with their Star 3 Application) to the each and every Club 10 National Standard.
- If the club is compliant with all National Standards the Auditor will accredit the club with Star 3 Accreditation.
- If one or more of the National Standards are deemed non-compliant, the Auditor will provide written confirmation of the non-compliance and the club will retain Star 2 Accreditation.

Please refer to the Club 10 web site for further information regarding auditing.
www.gymnastics.org.au/Club10

Where to Start?

The first step in approaching Star 3 is preparation. In order to determine compliance with the National Standards, the club will need a reference point. Using the Star 3 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 compliance with the National Standards.



Please note: For Star 3 Accreditation you will be required to place all of the club's documentation into one file or folder. Regardless whether the documentation is stored electronically or hard copy be sure to systematically label each document or file them under the headings used within this checklist. For further assistance please contact your State Club 10 Officer.

How to complete the Star 3 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 club's documentation (policies, procedures and other forms of evidence) against each of the National Standards within each Module.

To compare the club's documentation with the National Standards, simply tick off each National Standard as you identify it within the document. If all boxes can be ticked, then your club's evidence is compliant. If one or more boxes remain unticked, then your club's evidence is non-compliant.

Evidence and referencing

The third step in completing the Star 3 checklist is referencing. This is not only important for future access to documents, but it is essential when submitting the club's evidence and for compliance assessment.

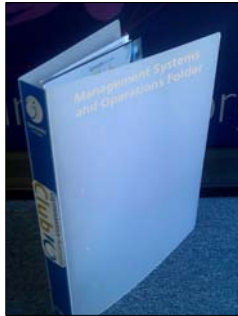
Referencing your club's documentation is done by providing details each document's format (electronic or hard copy), its title (name of document) and its location (file path or section heading). When it comes time to submit the club's application, you will be able to locate the document easily as well as present it in a manner that is assessable by the auditor.





Assessment Criteria

The final step to be completed, before you submit your club's Star 3 Application, is self-assessment. You need to ensure that everything is ready for audit. Using the Assessment Criteria, at the bottom of each Module, assess whether or not the club's documentation meets the necessary requirements for assessment. This includes making sure the club's name and/or logo appears on all documents, that each document has been modified to suit the specific needs of your club (i.e. is not a copy from another club or a template used without modification) and that all of the National Standards have been met.



If you can assure the quality of each document by verifying the Assessment Criteria have been met, then you are ready to apply for Star 3 Accreditation.

Overview of the Star 3 Checklist

The Star 3 Checklist has been developed to address all areas of club management and provide an assessment tool for clubs that is easy to use.

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

Each focus area is made up of modules. There are forty three modules in total within the Star 3 Checklist. Each Module addresses a different component of compliance and includes a set of National Standards for which the club must demonstrate compliance.

