



# Star 4 Accreditation

## Assurance:

To achieve Star 4 accreditation, the club must exceed compliance in four **KEY** Areas of the Club 10 National Standards established at Star 3. These Key Areas have been identified as the foundation of club sustainability, financial viability and quality assurance. To evidence this achievement, new documents may be utilised, where relying on competency alone is not enough to demonstrate management practice that exceeds the National Standards.



The four compulsory areas are:

- *Risk Management;*
- *Strategic Planning;*
- *Communication; &*
- *Recruitment & Retention.*

## Example

An example illustrating the difference in expectation of a Star 3 and Star 4 Club under the Framework is as follows:

### Star 3

The Club utilises the Risk Register Template provided by GA to identify and assess risk.

Evidence of use of the provided resource ensures compliance of National Standards achieved.

### Star 4

The Club may utilise the Risk Register Template provided by GA to identify, assess and manage risk.

The Club will consequently develop, possibly innovative, strategies to respond to issues identified in the Risk Register and remove or minimise risk. The Club will monitor these strategies and describe the effectiveness in their submission\*.

Evidence provided should illustrate that the Standards have been exceeded.

\* Each activity in the four Key Areas should be effective; "effectiveness" should be monitored and described in the evidence submitted.

In addition, the club must demonstrate activity in four **VALUED** Areas. These Valued Areas provide the club with the opportunity to distinguish themselves from Clubs at Star 3.



Clubs may choose to report on any four activities from the following Valued Areas:

- *Development of the Sport\**  
Development of the Sport recognises the contributions that the Club makes that have a positive impact on the public perception, participation or operation of gymnastics. The resulting benefits should have potential to extend beyond the Club and be shared by the sport broadly. This may include examples of innovative program delivery or Club management that leads to benefits for Clubs, Association Members and/or nationally. These practices may be new to gymnastics and should be quantified.
- *Participation in State activities*  
Contributing to the sport through participation in State activities is one way in which the Club can demonstrate conduct in the Valued Areas. Participation in State activities does not mean entering State events, but rather, is achieved through Club members having a direct involvement in the organising or delivery of events, committees, or other State Association Member activities. This may include the appointment of volunteers at events, on State Committees or Board positions.
- *Hosting events*  
Hosting events at the Club in partnership with the State Association Member is another activity within the Valued Areas. This may include hosting meetings State Sport Management Committees or Levels Competitions.
- *Conducting courses*  
In conjunction with the State Association Member, Clubs may undertake to generate interest and ensure the viability of courses that are conducted at their venue. This may be through recognition of need internally and then seeking commitment from other regional Clubs to participate, in support of the State Association Member activities.
- *Marketing*  
Marketing reflects application of effective, or otherwise innovative, activities by the Club that may be new to gymnastics or an existing application and should be quantified. The marketing may focus on Recognition and Promotion of members, Community Events, or External Promotional Material and can describe/demonstrate achievement
- *Community connection*  
Community connection reflects an understanding of the Club's place and recognition in the local community, and a sense of belonging. This may be demonstrated through involvement with community groups or support for fundraisers. Outreach and inclusion of typically marginalised groups, such as people with disabilities, is another means.

\* Please note: Up to two activities within this category may be reported; no more than one activity may be reported under any of the remaining areas.



### Reporting

A pro forma will outline the information required of the Club for assessment. The pro forma will include:

- The activity aim and a brief description of action
- Identify partners involved in the strategy (including Roles & Responsibilities)
- Strengths and Weaknesses of the strategy
- What could be changed
- Current status

### Accreditation Process





## Auditing

Assessment is conducted via a Club 10 Evidence Audit, completed by the relevant State Executive Director and National Club Services Manager.

Assurance means the club has successfully demonstrated they exceed the Standards of Star 3 and have been active in four areas valued by the sport.

The role of the audit is quite simple:

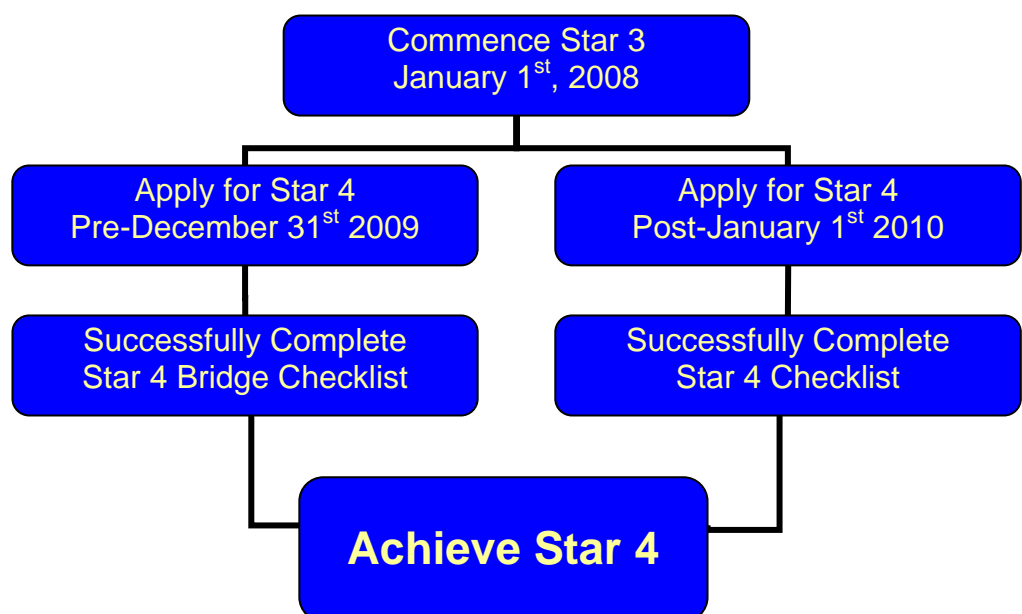
- Review the club's evidence (submitted with their Star 4 Application);
- Determine that the four Key Areas exceed the relevant National Standards; &
- Confirm the activities reported within (four of) the Valued Areas.

Please refer to the Club 10 web site for further information regarding auditing: [www.gymnastics.org.au/Club10](http://www.gymnastics.org.au/Club10)

## Cycle of Accreditation

Clubs who apply for Star 4 within the first two years of their Star 3 accreditation need only complete the Bridge Checklist; an abridged Star 4 Checklist that contains only those elements that represent an extension of the Star 3 Checklist. This includes the compulsory four Key Areas and the optional reporting within the Valued Areas.

Those clubs who apply for Star 4 during the second half of their Star 3 accreditation period, that is the last two years prior to expiry, will need to complete the Star 4 Checklist. This Checklist is identical to Star 3, with the inclusion of additional requirements under the four Key Areas. In addition, the optional reporting within the Valued Areas will need to be submitted.



### Where to Start?

The first step in applying for Star 4 is preparation; in order to determine compliance with the National Standards the club will need a reference point. Using the Reference Guide on page 15 (page 10 in the Bridge Checklist), you should gather together club documentation that relates to each of the 43 Modules. By doing this, you will be better prepared and find it easier to locate the relevant documents when trying to compare and determine compliance with the National Standards.



**Please note:** For Star 4 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 4 Checklist?



The next step is identification; whether the club is operated by a management committee or 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 unchecked, then your club's evidence is non-compliant.

### Evidence and Referencing



The third step in completing the Star 4 checklist is referencing; this is not only important for future access to documents, but it is essential when submitting the club's evidence for assessment.

Referencing your club's documentation is done by providing details of 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 4 Application, is self-assessment; it's now time 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 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 customisation) 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 4 Accreditation.