

Healthy Club Project Team – Terms of Reference

Summary of Responsibilities

The overall responsibility of the Healthy Club Project Team is to ensure the successful roll-out of activities in line with the clubs aspiration to become a Healthy Club. The group will meet every six – eight weeks or as otherwise directed by the members.

1. Healthy Club Membership – Each Healthy Club Project Team ideally should consist of:

- A minimum of 4 and a maximum of 8 members.
- Recommended members: Healthy Club Officer, Member of the Club Executive, Children’s Officer, Coaching Officer, Community Representative
- Additional members: School Liaison Officer, Parent, Ex-Player, Community Development Officer, members with an interest in Health & Wellbeing or relevant skill set.

When filling positions on the Healthy Club Project Team, always think: “the right people, with the right skills, in the right role”. Members who are professionals working in a relevant field should be targeted to get involved, even if only for a specific project/action.

- Each Healthy Club Project Team meeting should be minuted for reporting purposes.
- If in the official Healthy Club Project - Two member’s of the Healthy Club Project Team should represent the club at the Provincial Forums and the National Health & Wellbeing Conference

2. Healthy Club Project Team Commitment:

- To inform Club Executive of and engage them in the Healthy Club process – their involvement and support is essential to its success.
- To appoint a Healthy Club Project Leader – Be the champion for the project within the club and the link to the Club Executive.
(The Healthy Club Officer may be the Healthy Club Project Team Leader, however this does not have to be the case and the role could be filled by an alternative person).
- To appoint Healthy Club Project Administrator(s) – who will manage the clubs online Healthy Club Portal as well as coordinate the other administrative needs of the Healthy Club Project Team.
- To work towards achievement of the 7 steps to becoming a Healthy Club by implementing 2 health priority areas (based on the community needs assessment) and adopting the Critical Incident Response Plan.
- To renew the clubs Healthy Club status every 2 years by completing the review process.

To Note:

The terms of reference for the Healthy Club Project Team are subject to change and may be updated periodically