

School-Club Connection Meeting Template

This template is designed for schools and clubs to use as a guide to facilitate discussions about creating a joint sports program.

School information

To be completed before the meeting

Name of school	Your details
Key contact name	
Key contact email	
Key contact phone	
Achievement Program	Yes <input type="checkbox"/> No <input type="checkbox"/>
Respectful Relationships	Yes <input type="checkbox"/> No <input type="checkbox"/>
Active Schools	Yes <input type="checkbox"/> No <input type="checkbox"/>
Initial program idea (if any)	

Club information

To be completed before the meeting

Club name	Your details
Key contact name	
Key contact email	
Key contact phone	
Healthy Sports Clubs	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vic Kids Eat Well	Yes <input type="checkbox"/> No <input type="checkbox"/>
Good Sports	Yes <input type="checkbox"/> No <input type="checkbox"/>
Initial program idea (if any)	

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Program information: what types of programs would you like to offer, when, and where?

Program type	At school	At club	When (time, days, and dates) i.e. one-off/ongoing, holiday program, during or after school	Student/participant details i.e. number, age, skill level, disability support	Activities and equipment offered/required i.e. basketball balls, soccer balls, footballs, teamwork skills, bike riding and safety
'Come and Try'	<input type="checkbox"/>	<input type="checkbox"/>			
Excursions	<input type="checkbox"/>	<input type="checkbox"/>			
Incursions	<input type="checkbox"/>	<input type="checkbox"/>			
Teacher professional development	<input type="checkbox"/>	<input type="checkbox"/>			
Coaching (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Sharing facilities (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			

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Additional discussion points

Who else needs to be present for the session?

i.e. specific gender of coach, staff member, coach with training or experience working with specific cohorts (i.e. women and girls, people from different cultural backgrounds, people with disability)

Who will provide the equipment and facilities required to run the program?

What cost will be incurred and who will fund them?

Do you have any goals or objectives you'd like to meet with this school-club connection?

How will you know once those goals or objectives have been met?