

Project 2020

Club Preparation Checklist



The intention of the list below is to highlight the different areas that clubs are identifying as needing consideration in the lead up to 2020 and the transition to the new events calendar.

This is not an exhaustive list, merely a guide to get you thinking about preparation. We will be working on support for each of these areas over the next 2-3 months and more detail will be released via Clubland and through the Relationship Manager network in February 2019.

If there is anything in this list that looks daunting and you don't know where to start, please contact either [Helpdesk](#) or your Gymnastics NZ (GNZ) Relationship Manager for support.

GNZ will be providing support for this transition phase in a range of formats throughout 2019 and 2020.

- **Annual planning** – including overall annual plans, grant funding and fundraising plans. Think about how National Championships calendar changes may impact on your Club calendar e.g. Prize giving/ celebrations – will you still do both together, or competitive and GFA at different times?
Resources are available on the GNZ club portal to support this including planning templates and grant funding and fundraising guides.
- **Events** – what competitions do you currently hold and will the dates of these need to change? Is there an opportunity to think about new events that capture a different group? Remember that all 'endorsed events' will need to go through the event application process for 2019 and beyond (see attached events memo for further details). Also please note that for 2020 the events calendars will be reviewed and rationalised as part of the calendar shift – please don't assume that events your clubs currently hold or plan to hold in 2019 are guaranteed for 2020 and beyond. There will be considerable GNZ support provided in this area.
- **Programme planning and review** – this is an excellent opportunity to look at what you are aiming to achieve with your programmes to ensure that you are providing the right pathways and opportunities and utilising your coaching team in the most effective way (particularly pre-comp, lower competitive levels (e.g. STEPS 1-4) and Nationals level athletes.
- **Club AGM** – With the change of Competitive Season you may find that your AGM is now in a busy time of year. If you wish to change this date, please check the requirements in your Club Constitution to see what process you will need to follow to make any changes.
- **Coach planning and periodisation** – mapping out how 2019 and 2020 will look and starting to get some plans in place that are right for your individual athlete's needs.

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Note – there will be a workshop at GymSchool 2019 that will focus on periodisation. Some of our great coaches across the country will take you through their plans for 2019 and 2020, and how they are going to approach things – this will be an excellent opportunity to get guidance on how to do this.

- **Staff holidays** – some clubs have compulsory leave over the summer and for those that don't this is still a common time for staff to take time off. There are a number of creative ways that this can be managed to balance bringing athletes back on time and ensuring time off for staff. We will provide ideas and support in this space over the coming months, however you are welcome to speak with your Relationship Manager for support on this at any time.
- **Coach and judge education planning** – once the outline for coach and judge education for 2019 and 2020 is available you can start looking at when coaches will need to be on courses to ensure that they have the qualifications needed for the programmes you are running.
- **Educating parents** – What information do parents need and how will you be communicating this (meeting, newsletter etc.)?
- **Provincial Nationals Committees (PNC)** – once calendars for 2020 are available, new timelines for organising National Championships at a provincial level will need to be established.
- **Fee structure** – if you have a fee structure that varies during comp season/off season this may need reviewing.

If there is anything that has not been covered that you would like support with as we move through this transition period, please do not hesitate to contact GNZ either via your Relationship Manager or Helpdesk. Our role is to provide support to ensure that the transition is smooth and we will be happy to help.

We will continue to supply ideas, opportunities for conversation and planning, and as much support as we can whilst we transition into our new structure.

Read more on [Project 2020 and the need for change](#).