



CLUB HWO MANUAL

EVALUATION SECTION



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NEEDS ASSESSMENT

The purpose of a needs assessment is to:

- Identify what the club is currently doing to promote health and wellbeing in the club and the community.
- Identify what the club wants to do in the future to promote health and wellbeing in the club and the community.
- Identify specific action areas for the club and community to focus on.

The templates on the following pages will assist your club in carrying out a needs assessment. By using this template you will be able to:

- Assess what the club is currently doing to promote health and wellbeing.
- Identify areas of health and wellbeing that are a priority to your club and community.
- Determine certain groups/populations to target with health and wellbeing activities/events.
- Identify skill sets and partnerships available to the club to assist in health promoting activity.

There is one template specifically for club members to complete and another for a club officer to complete, ideally a member of the club health and wellbeing committee.



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NEEDS ASSESSMENT TEMPLATE (FOR ALL CLUB MEMBERS)

Name of Club:

Date:

- Has your club recently engaged in any health promotional activities? YES NO DON'T KNOW
- Has your club developed policies related to health promotion? YES NO DON'T KNOW
- Do you feel your club should develop health promotion policies? YES NO DON'T KNOW
- Has your club engaged with other partners to promote health in the past? YES NO DON'T KNOW

What aspects of health promotion should the club target in the future?

Tick multiple boxes where appropriate

Physical Activity	Healthy Eating	Community Development (Social Inclusion etc.)
Mental Fitness	Training & Personal Development	Gambling, Alcohol & Drug Awareness
Anti-Bullying	Anti-Smoking	Other
If you selected other, please give detail:		

If there is a specific initiative or program you would like your club to run please give details _____

What group or population should the club target health promotion at?

Tick multiple boxes where appropriate

Teenagers	Youth(12-18)	Children(<11)
Students	Elderly	Men
Women	Mothers	Fathers
Parents	Families	
Other? Please comment with your suggestion(s):		

Are there any relevant partnerships/skill sets that you feel your club could engage with to promote health? (e.g. individuals, organisations, equipment, relationships, buildings etc.)

Reflection/ideas for the future...



EVALUATION SECTION



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NEEDS ASSESSMENT TEMPLATE (FOR CLUB OFFICER)

Name of Club:

Date:

What if any health promotion activities has your club recently engaged in? _____

- Has your club developed policies related to health promotion? YES NO DON'T KNOW
- Do you plan to develop health promotion policies? YES NO DON'T KNOW
- Has your club engaged with other partners to promote health in the past? YES NO DON'T KNOW
- Is health promotion part of the coaching practice? YES NO DON'T KNOW

What aspects of health promotion does the club plan to target in the future?

Tick multiple boxes where appropriate

Physical Activity	Healthy Eating	Community Development (Social Inclusion etc.)
Mental Fitness	Training & Personal Development	Gambling, Alcohol & Drug Awareness
Anti-Bullying	Anti-Smoking	Other
If you selected other, please give detail:		

If there is a specific initiative or program you would like your club to run please give details _____

What group or population does the club plan to target health promotion at?

Tick multiple boxes where appropriate

Teenagers	Youth(12-18)	Children(<11)
Students	Elderly	Men
Women	Mothers	Fathers
Parents	Families	
Other? Please comment with your suggestion(s):		

Are there any relevant partnerships/skill sets that your club could engage with to promote health? (e.g. individuals, organisations, equipment, relationships, buildings etc.) _____

Reflection/ideas for the future...



EVALUATION SECTION



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PROCESS/OUTCOME EVALUATION

Outcome and process evaluation is important as it allows you to:

- Learn from your experiences
- Share your experiences with other clubs
- Plan for future activities
- Identify whether change has taken place
- Identify how change has occurred

Process evaluation allows us to see how a programs' impact was achieved.

Outcome evaluation is needed to assess the effectiveness of a program in delivering change.

On the following pages you will find templates that your club can use to evaluate both the process and outcome of your project.

There are two templates specifically designed for club members to complete, one for evaluating the process and one for evaluating the outcome of the initiative.

Likewise there are two templates that are designed for a club officer to complete, ideally a member of the club health and well being committee.



EVALUATION SECTION

PROCESS EVALUATION OF YOUR HEALTHY CLUB INITIATIVE (FOR ALL PARTICIPANTS)

Name of Club:	Date:
Name of initiative:	

How well does this describe your initiative.....

(1=not very well ; 5=very well)

The initiative was well delivered	1	2	3	4	5	N/A	Don't know
The duration of the initiative was ideal	1	2	3	4	5	N/A	Don't know
The venue was ideal for the initiative	1	2	3	4	5	N/A	Don't know
The cost of the initiative was very reasonable	1	2	3	4	5	N/A	Don't know
The message/theme of the initiative was clear throughout	1	2	3	4	5	N/A	Don't know
There was great awareness of the initiative in the community	1	2	3	4	5	N/A	Don't know

How did you learn about this initiative?

Word of Mouth		Radio		Email	
Social Media/Online		Newspaper		Signage/posters	
Other? (Please Comment):					

Describe your favourite part of the initiative

Describe any issues/problems you had with the initiative

Reflection/ideas for the future...



EVALUATION SECTION

PROCESS EVALUATION OF YOUR HEALTHY CLUB INITIATIVE (FOR CLUB OFFICER)

Name of Club:	Date:
Name of initiative:	Duration:
Target audience:	No. of attendees:

How well does this describe your initiative.....

(1=not very well ; 5=very well)

The club executive was supportive of the initiative	1	2	3	4	5	N/A	Don't know
The initiative engaged the coaching and games area of the club	1	2	3	4	5	N/A	Don't know
Partnerships were important to the success of this initiative	1	2	3	4	5	N/A	Don't know
Was behaviour change measured?	Yes	No					

If measured:

- How was this change measured? _____

How were funds raised for this initiative?

Club executive		Participants pay		Sponsorship	
Grants		Free			
Other? (Please Comment):					

What tools of communication were used to publicise this initiative?

Word of Mouth		Radio		Email	
Social Media/Online		Newspaper		Signage/posters	
Other? (Please Comment):					

Describe any issues/problems with the initiative



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Reflection/ideas for the future...

OUTCOME EVALUATION OF YOUR HEALTHY CLUB INITIATIVE (FOR ALL PARTICIPANTS)

Name of Club:	Date:
Name of initiative:	

Did the initiative....

(1=not at all/no impact; 5=very much so/excellent impact)

Increase awareness of health issue(s)?	1	2	3	4	5	N/A	Don't know
Reach the intended target audience?	1	2	3	4	5	N/A	Don't know
Increase knowledge?	1	2	3	4	5	N/A	Don't know
Positively Change behaviour(s)?	1	2	3	4	5	N/A	Don't know
Start the process of changing core values of club?	1	2	3	4	5	N/A	Don't know
Change the way of working in the club/attitudes?	1	2	3	4	5	N/A	Don't know
Lead to policy development?	1	2	3	4	5	N/A	Don't know
Prompt changes to the physical environment?	1	2	3	4	5	N/A	Don't know
Were you satisfied with the initiative?	1	2	3	4	5	N/A	Don't know
Was it well advertised?	1	2	3	4	5	N/A	Don't know
Was there a good level of participation?	1	2	3	4	5	N/A	Don't know



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Reflection/ideas for the future...

OUTCOME EVALUATION OF YOUR HEALTHY CLUB INITIATIVE (FOR CLUB OFFICER)

Name of Club:	Date:
Name of initiative:	Duration:
Target audience:	No. of attendees:

Did the initiative...

(1=not at all/no impact; 5=very much so/excellent impact)

Increase awareness of health issue(s)?	1	2	3	4	5	N/A	Don't know
Reach the intended target audience?	1	2	3	4	5	N/A	Don't know
Increase knowledge?	1	2	3	4	5	N/A	Don't know
Change behaviour(s)?	1	2	3	4	5	N/A	Don't know
Start the process of changing core values of club?	1	2	3	4	5	N/A	Don't know
Change the way of working in the club/attitudes?	1	2	3	4	5	N/A	Don't know
Lead to policy development?	1	2	3	4	5	N/A	Don't know
Prompt changes to the physical environment?	1	2	3	4	5	N/A	Don't know
Establish/recruit new partners?	1	2	3	4	5	N/A	Don't know
Were participants satisfied with the initiative?	1	2	3	4	5	N/A	Don't know
Was it well advertised?	1	2	3	4	5	N/A	Don't know



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Was there a good level of participation? 1 2 3 4 5 N/A Don't know

Planning hours: _____

Estimate the person hours required to plan and run this initiative (e.g. if 3 people spent 10 hours in meetings/preparing materials, calculate this as 3x10hours)

Reflection/ideas for the future...