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I am delighted to introduce the Sport Northern Ireland Club Resource Pack - an essential document for any sports club designed to guide them through the Clubmark NI Programme.

Sports clubs play a fundamental and significant role in the development of sport in Northern Ireland. Clubs provide an outlet for young people to participate in sport; while also inspiring young athletes to develop their sporting skills and progress towards the early stages of talent development, and enabling them to experience competitive competition.

Quality sports clubs provide facilities for their participants to enjoy positive sporting experiences and environments where young athletes can be supported and encouraged to realise their full potential in their chosen sport. In the overwhelming majority of cases, these clubs are operated by enthusiastic and dedicated volunteers who perform a range of coaching, management and administration roles, as well as many others. We are indebted to our many volunteers in Northern Ireland sport.

The Clubmark NI Programme and the associated endorsed club accreditation schemes provide a consistent mark of quality which allows parents/carers and participants alike to identify clubs who have achieved minimum standards of quality in the areas of ‘Effective Management’, ‘Quality Coaching and Competition’ and ‘Safety in Sport’. Although clubs will be accredited by various governing bodies or local authority schemes, the core generic criteria included within all Clubmark NI endorsed schemes ensure that all clubs accredited by these schemes have demonstrated that they meet identified minimum standards of quality.

The targeted outcome from the Clubmark NI Programme is being able to identify and recognise where children and young people can access quality sporting experiences, delivered in safe environments by well trained and enthusiastic volunteers in effectively managed sports clubs. There is no doubt that there are many such junior club environments within this region.

Brian Henning
Chair
Sport Northern Ireland

February 2013
Sport Northern Ireland would like to thank and acknowledge the following organisations for their assistance in the formation of the Clubmark NI Programme:

- Child Protection in Sport Unit - NSPCC
- Volunteer Now
- Disability Sports Northern Ireland
- Governing Bodies of Sport
- Local Authorities
- Area Sports Partnerships
- Sports Clubs
- Local Sports Advisory Councils
- Knight Kavanagh and Page
Clubmark NI is the quality standard for sports clubs which is awarded by licensed governing bodies and Local Authorities who are endorsed by Sport Northern Ireland. Accreditation is awarded to clubs who achieve the core Sport Northern Ireland minimum operating standards in three areas as well as any additional criteria outlined by the governing body or Local Authority. The three core criteria areas are:

**Effective Management;**

**Quality Coaching and Competition; and**

**Safety in Sport.**

To begin, clubs should register their interest on the Clubmark NI website ([www.sportni.net/clubmarkni](http://www.sportni.net/clubmarkni)). Clubs affiliated to a Clubmark NI licensed governing body will work through the accreditation process with them. Clubs whose governing body do not have a scheme at present will be registered with their Local Authority if they have a licensed scheme.
Clubmark NI accreditation will provide both intrinsic and extrinsic benefits for sports clubs in Northern Ireland including:

**Support and Guidance**
The information contained within this Resource Pack, CD ROM and the online resources available at [www.sportni.net/clubmarkni](http://www.sportni.net/clubmarkni) will provide information and guidance for sports clubs in relation to Effective Management, Quality Coaching and Competition, and Safety in Sport. This will be complemented by support and guidance from governing bodies and Local Authority sports development personnel.

**Club Development**
Working towards accreditation will assist clubs in adopting and implementing effective policies and procedures, to deliver relevant and appropriate opportunities for participation and development, and to provide a safe environment for young people to take part in sport. It will support the development of effective partnerships that will enhance the capacity of sports clubs. This will assist clubs to improve their sustainability and effectiveness.

**Increasing Membership**
By gaining accreditation, clubs will enhance their ability to recruit new members and to increase membership in relation to players, administrators, volunteers and coaches. Simultaneously, being recognised as a quality club provides reassurance for parents/guardians.

**Developing Administrators, Coaches and Volunteers**
Accreditation encourages clubs to identify and address the needs of administrators, coaches and volunteers. Identifying suitable policies, procedures and training opportunities will have a positive impact on the personal and professional development of individuals within the club.

**Raising Club Profile**
Accredited clubs will be listed on the Northern Ireland Quality Club Database on the Clubmark NI webpage ([www.sportni.net/clubmarkni](http://www.sportni.net/clubmarkni)). This page will also feature case studies and videos of accredited clubs. Clubs will receive a framed certificate from Sport Northern Ireland to recognise their achievement.

**Additional Benefits**
- One free Sport Northern Ireland Coach Development and Education workshop for a group of up to 20 coaches. Sport Northern Ireland will deploy a Coach Educator to the club to deliver a coach development workshop from a choice of 16 available. These workshops normally cost between £220 and £340.
- A framed Clubmark NI Certificate will be presented to the club upon accreditation and the club will be invited to a Sport Northern Ireland presentation event.
- A large (3m x 1.5m) ‘Clubmark NI Accredited Club’ banner will be provided to the club to promote their status as a Clubmark NI accredited club.
- The Clubmark NI logo will be made available to all Clubmark NI accredited clubs in an electronic format to allow clubs to add this to their websites, letter heads or other club materials.

**Governing Body and Local Authority Benefits**
The governing body and/or Local Authority that clubs are linked to may offer additional benefits to clubs working towards or upon achieving accreditation. These will vary from organisation to organisation but may include increased support time from professional staff, priority booking of facilities or eligibility to apply for small grants.
This Resource Pack contains four sections as follows:

**Section 1** Effective Management  
**Section 2** Quality Coaching and Competition  
**Section 3** Safety in Sport  
**Section 4** Check List

The first three sections contain important information in relation to the three key themes addressed in the programme, along with the relevant criteria to be addressed by sports clubs aiming to become Clubmark NI accredited.

Section 4 contains a checklist to measure your club’s progress against the core minimum operating standards. Please remember that your governing body or Local Authority may have additional standards.

The CD ROM accompanying this resource contains a series of templates and guiding documents which provide further support and guidance for clubs in relation to the implementation of club policies and procedures. The majority of these documents can be tailored to suit your club’s individual needs, if you do not have a suitable policy or document in place at present.

These templates are also available to download from [www.sportni.net/clubmarkni](http://www.sportni.net/clubmarkni) along with a series of helpful support videos.

Ongoing support and advice will be available from your governing bodies of sport or Local Authority sports development personnel who may have their own support documents.
STAGE 1 – REGISTRATION
Your club should initially register for accreditation online at www.sportni.net/clubmarkni. These details will be passed to your licensed governing body or Local Authority. Alternatively you may be able to register directly through the governing body or Local Authority.

STAGE 2 – INTRODUCTORY MEETING
You will be invited to participate in an introductory meeting with the organisation to whom your club has applied to (i.e. licensed governing body or Local Authority.)

The introductory meeting will be used to assess the club in relation to the standards outlined, to provide advice and guidance in relation to the accreditation process, and to identify relevant actions to be undertaken by your club to achieve accreditation.

STAGE 3 – WORKING TOWARDS ACCREDITATION
Your club will work to achieve the standards outlined within the programme, using this Resource Pack and any additional support available from your governing body or Local Authority. Once your club has met all of the relevant criteria, the club will submit a portfolio to your licensed organisation, with the required evidence for assessment. If your club can demonstrate that it meets the Clubmark NI standards outlined and any additional standards of the assessing governing body or Local Authority, a club visit will be conducted. This process may vary slightly from organisation to organisation; check with your scheme operator for details.

STAGE 4 – CLUB VISIT
A qualified assessor from the licensed organisation will conduct a club visit to assess your club in action. Your club will receive prior notice of when the club visit will be conducted.

If your club can demonstrate that it meets the Clubmark NI standards outlined and any additional standards required by the assessing governing body or Local Authority, accreditation will be awarded.

STAGE 5 – ACCREDITATION
Once accredited, your club will be listed on the Northern Ireland Quality Club Database and will begin to enjoy the benefits associated with accreditation.

QUALITY ASSURANCE
Clubmark NI status is awarded to a club based on the club maintaining the standards it has displayed to the assessing organisation. Should a club not maintain these standards, Sport Northern Ireland reserves the right to rescind their accreditation.
EXTERNAL VERIFICATION

A sample of Clubmark NI assessments will be externally verified through re-assessment by an independent body appointed by Sport Northern Ireland.

VALIDITY OF ACCREDITATION

Clubmark NI status is awarded to a club for a maximum period of three years. However, clubs will be required to submit annual health checks to ensure that they are maintaining their high standards.

RE-ACCREDITATION

When your club reaches the end of your three year (maximum) accreditation period, in order to retain accreditation, you must apply to your licensed accreditation organisation (governing body or Local Authority) for re-accreditation. This application process will mirror the initial application process that you underwent to achieve the original accreditation and should be relatively simple for clubs who have maintained high standards.
Effective Management is a key characteristic of a successful sports club. Clubs that are managed effectively are more likely to be successful, characterised by openness and good communication, and compliance with effective and efficient policies and procedures. Well managed clubs will understand the importance of creating effective partnerships, will be committed to ongoing development, and will implement measures to ensure that the club will continue to progress and to retain quality standards. This section provides guidance on how to achieve effective management within the club setting.

1.1 INSURANCE

CRITERIA

- The club must hold adequate public liability insurance for all activities undertaken.

In the interest of administrators, coaches, volunteers and participants, the club has a responsibility to provide adequate insurance cover for all activities undertaken. The club must ensure that it holds sufficient public liability insurance for all activities, and must ensure that playing venues are also insured. For further information, please contact your governing body of sport or a reputable insurance broker.

1.2 AFFILIATION TO GOVERNING BODY OF SPORT

CRITERIA

- The club must be affiliated to the appropriate governing body of sport and adhere to their disciplinary procedures.

Governing bodies of sport are the parent bodies of individual sports and are responsible for managing and developing services for sport within designated geographical boundaries. Relevant duties relate to all levels of participation and performance within the sport and often include the management and delivery of coach training courses and the organisation of regional and national competitions. At a local level, governing bodies also provide guidance and support for clubs within the associated sport. There are obvious benefits associated with being affiliated to the governing body. For example, the club will have the opportunity to enter governing body competitions and to train and develop coaches and volunteers.
SECTION 1: EFFECTIVE MANAGEMENT

1.3 CLUB CONSTITUTION

The club constitution is fundamental to effective management. In order for sports clubs to be appropriately administered and regulated, a club constitution must be adopted. The constitution outlines governance procedures for the management and operation of the club. In many circumstances it is also a prerequisite of investment programmes.

The club constitution is a simple and basic document clarifying the club’s procedures in relation to function, membership, committees, etc. A core theme within the constitution is ‘inclusion’. The club constitution should not exclude any individual from becoming a member on discriminatory grounds.

Refer to Template 1 for further support.

1.4 SPORTS EQUITY AND INCLUSION

The club must:

- Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability ‘groups’:
  - People with physical disabilities
  - People who are deaf or hard of hearing
  - Blind and partially sighted people
  - People with learning disabilities
- Include at least two points relating to the inclusion of people with disabilities within the club’s development plan;
- Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide ‘reasonable’ physical access for people with disabilities; and
- Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.

A key theme within the effective management of the club is that of sports ethics, the creation of a child-friendly club free from discrimination, inequality and unfair behaviour.

Sport Northern Ireland’s definition states that:

“Sports equity represents fairness in sport, equality of access, recognising existing inequalities and taking steps to address them. It is about changing the ethos of sport at all levels, thus ensuring that sport is equally accessible to all members of society.”
SECTION 1: EFFECTIVE MANAGEMENT

To demonstrate a commitment to equitable practices, all sports clubs should have adopted and be compliant with an Equity Policy Statement. To encourage a positive approach to equity throughout the club, it is recommended that coaches, administrators and volunteers attend relevant training on sports equity.

Sport Northern Ireland’s ‘Equity in Your Sport’ workshop may provide a useful foundation for clubs to increase their awareness of the diversity of sport in Northern Ireland and how they can identify ways that their club can contribute to a more inclusive society.

Clubs should aim to include people with disabilities by proactively planning the inclusion of people with disabilities in all aspects of the club and take practical steps to bring about positive change. To do this clubs can take steps such as adopting a positive attitude about the inclusion of people with disabilities in the club, plan how people with disabilities can participate in club activities or pro-actively implement an inclusive club action plan. The ‘Disability Inclusion Training’ available from Disability Sports Northern Ireland (DSNI) provides useful guidance and support for clubs to form an inclusion action plan.

Refer to Templates 2 and 3 for further support.

1.5 JUNIOR MEMBERSHIP

CRITERIA

- The club must have a specific membership fee and pricing policy for children and young people, offering reduced rates.

To encourage young people to take part in sport, it is common practice within most clubs to adopt a membership fee and pricing policy specifically for junior members. This can help to eliminate the financial barriers encountered by many young people when seeking to join a sports club. It is also essential that the club have an appropriate membership form which includes parental/carers consent.

Refer to Template 4 for further support.

1.6 COMMUNICATION WITH PARENTS/GUARDIANS

CRITERIA

- The club must communicate with parents/guardians on an appropriate basis.

Parents/guardians play an important role within the club. In many instances, parents/guardians are club supporters, volunteers, officials, coaches and administrators. It is important for your club to recognise and respect the role of parents/guardians. Effective communication with parents/guardians is therefore an important consideration for your club. When a new member joins your club, it is good practice to make contact with parents/guardians. The introductory letter should let parents/guardians know about the club, how it operates, and the expectations placed on parents/guardians. Maintaining regular contact with parents/guardians will support effective communication and the development of trust and confidence.

Refer to Template 5 for further support.
SECTION 1: EFFECTIVE MANAGEMENT

1.7 EFFECTIVE PARTNERSHIPS

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<tbody>
<tr>
<td>The club must:</td>
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<tr>
<td>• Commit to having contact with at least one local school that encourages pupils to participate in club activities and communicate effectively with these schools about the club’s activities within one year of becoming accredited; and</td>
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<tr>
<td>• Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).</td>
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To enhance the role and effectiveness of the club, it is important to establish, develop and sustain partnerships with external agencies. One such partner is local schools. Creating a partnership between your club and local schools will create continuity between school sport and the wider community. This is particularly important for the development of performance pathways and encouraging lifelong participation in sport. By developing school-club links, the club has the potential to increase awareness within the local community, to increase junior membership and to benefit from the use of school facilities, resources and expertise. Accreditation will reassure potential partner schools that the club operates appropriately delivering quality sport in safe and well managed environment. Club accreditation can often be the first step to setting up an effective school-club link.

The creation of partnerships with other organisations may also benefit the club, for example, the Local Authority. Local Authorities have members of staff with a designated responsibility for the development of sport and can assist clubs by:

- Keeping clubs informed about local sporting opportunities;
- Providing training opportunities for coaches, volunteers, officials and administrators;
- Providing support with funding opportunities;
- Creating school-club links;
- Developing links with other sports clubs and sports development programmes;
- Sourcing and providing access to facilities; and
- Assisting with writing Club Development Plans.

Refer to Template 6 for further support.
SECTION 1: EFFECTIVE MANAGEMENT

1.8 CLUB DEVELOPMENT PLANNING

Club development plans identify the needs of your club and identify actions to address those needs. The club development plan should be easy to understand and must be retained as a ‘working’ document. Effective plans consist of SMART Goals – Specific, Measurable, Attainable, Realistic and Time-bound. It is important to review your club development plan, to measure your progress and to establish new goals that need to be achieved. Club development plans are also often a prerequisite of grant aid bodies and funding programmes.

The development of your plan should take the following questions into consideration:

- What are the aims and objectives of the club?
- What actions need to be carried out in order for the club to achieve the aims and objectives?
- Who will carry out the actions?
- When will it be done?
- What resources are required to complete the actions?

The plan should focus on all aspects of club development, not just coaching and competition. Other aspects that the club development plan may address include facilities and equipment, club promotion and publicity, administration and finance, volunteers and officials, governance and the social side of the club. This can help your club to identify and build on your strengths while simultaneously addressing and eliminating your weaknesses.

Your governing body development officer and/or local authority sports development unit should be able to support your club with writing a club development plan. Sport Northern Ireland’s ‘Junior Club Action Planning’ workshop will also assist you to create an effective club development plan.

Refer to Template 7 for further support.
To assist clubs in developing their volunteering processes, Volunteer Now deliver a workshop entitled ‘Creating Volunteer Champions’ which provides practical guidance for clubs on the recruitment, retention, management, development, recognition and reward of sports volunteers. For information on these workshops contact Sport Northern Ireland. Guidance on developing volunteering policies has also been made available by Volunteer Now through their Volunteering Policy Framework.

Refer to Template 8 for further support.

More information on volunteering is also available on the Volunteer Now website: www.volunteernow.co.uk
SECTION 2: QUALITY COACHING AND COMPETITION

This section considers the importance of delivering a quality coaching and playing programme within your sports club. In order to do so, your club should be compliant with governing body guidelines. For example, the club must adopt suitable participant: coach ratios, coaches must hold appropriate qualifications and awards, and the coaching delivered must reflect the ability and development stage of participants.

To facilitate the development of children and young people, your club’s playing programme should consider the Lifelong Involvement in Sport and Physical Activity (LISPA) Framework. This model underpins the delivery of appropriate coaching and competition, and supports the creation of pathways to provide children and young people with opportunities to maximise their potential in any given sport or physical activity.

2.1 COACHES

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<th>CRITERIA</th>
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<tr>
<td>The club must:</td>
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<tr>
<td>• Employ and/or deploy suitably qualified coaches, in accordance with governing body guidelines within the junior sections; and</td>
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<tr>
<td>• Have role descriptions for coaches and volunteers outlining roles and responsibilities.</td>
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</table>
SECTION 2: QUALITY COACHING AND COMPETITION

Coaches play a key role in the creation of a suitable environment for coaching and competition, and in the design and delivery of an appropriate coaching programme. Therefore, coaches must hold appropriate qualifications and must be committed to continuous professional development. Coaches must also operate within the guidelines set by the club in relation to safeguarding children and young people, equity and Codes of Conduct. The club must therefore ensure that relevant policies are communicated to and are understood by coaches. The club must also have a process to obtain disclosures on all coaches and volunteers via Access NI, their governing body or another umbrella organisation, and must carry out checks accordingly. Coaches must also receive clear guidance in terms of their roles and responsibilities. Role descriptions for coaches will clarify the responsibilities and will support the effective and efficient management of your club.

Refer to Templates 9 and 10 for further support.

2.2 COACHING INSURANCE

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<th>CRITERIA</th>
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<tbody>
<tr>
<td>• The club must ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.</td>
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</table>

The dynamic nature of sport dictates that accidents can happen. As a coach, this is an important consideration. Coaches need to ensure that protection is provided for themselves and for participants in the event of an accident.

Consequently, coaches must hold professional indemnity insurance. Governing bodies are in a position to offer advice in relation to insurance. Further advice is also available from sports coach UK, who can provide insurance for qualified coaches in many sports.

2.3 COACHING SESSIONS

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<tr>
<td>The club must:</td>
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<tr>
<td>• Provide a structured coaching programme for children and young people, as determined by the governing body with progressive and inclusive sessions;</td>
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<tr>
<td>• Ensure that coach: participant ratios reflect governing body guidelines; and</td>
</tr>
<tr>
<td>• Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.</td>
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</table>
SECTION 2: QUALITY COACHING AND COMPETITION

Your club has a responsibility to ensure that qualified coaches deliver appropriate coaching in a safe setting.

One important implication associated with this responsibility relates to participant: coach ratios. The ratios will vary according to different sports, ages and abilities. However, your club must ensure that the ratios applied in coaching sessions reflect the governing body guidelines.

The club must also ensure that activities delivered within coaching sessions are relevant to the development stage and abilities of participants. Accordingly, coaches need to be aware of recommended activity appropriate to the development phase of participants, according to the governing body. Sport Northern Ireland deliver sports coach UK’s ‘Coaching Children and Young People’ workshop which provides coaches with an insight into the developmental stage of children in sport and how to plan and deliver sessions to meet their needs. This may be of assistance to those planning and delivering coaching sessions for children and young people. A range of other childrens coach development workshops are available as organised by Sport Northern Ireland.

The coaching programme needs to be structured, taking competitions within your sport into account. For example, a minimum number of coaching sessions should be delivered per week and seasons throughout the playing season, in accordance with governing body guidelines.

The provision of competitive opportunities must also be incorporated within the coaching programme. Competition can be both intra club and inter club. To provide relevant and appropriate competitive structures, your club must consider governing body recommendations.

Refer to Template 11 for further support.

Sport Northern Ireland offer the following childrens’ coach development workshops:

- How to coach children in sport
- Coaching Children and Young People
- Skills4Sport: Introduction to the FUNdamentals of Movement
- The FUNdamentals of Balance
- The FUNdamentals of Coordination
- The FUNdamentals of Agility
- Coaching the Whole Child : Positive Development Through Sport

It is possible to book any one of these courses as part of your benefits package upon gaining Clubmark NI accreditation. For more information on these workshops or to organise a course please visit www.sportni.net and search for coaching workshops.
 SECTION 3: SAFETY IN SPORT

Your club has a commitment to provide appropriate and enjoyable sporting experiences in a safe environment. Considerations and actions to promote safety in sport must be fundamental to all of the activities undertaken by your club. Therefore, some of the relevant issues that your club must consider include:

- Safeguarding Children, Young People and Vulnerable Adults;
- Codes of Conduct;
- Venues and Equipment;
- First Aid;
- Accidents and Incidents; and
- Medical Records.

3.1 SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

CRITERIA

The club must:

- Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements;
- Be committed to ensuring that all club coaches and volunteers have attended or will attend Safeguarding Children and Young People in Sport Training (or training deemed equivalent by Sport Northern Ireland) within six months of taking up their role;
- Appoint a designated person for safeguarding and ensure that at least two club members have attended Designated Safeguarding Children’s Officer Training (or training deemed equivalent by Sport Northern Ireland) including the appointed person;
- Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role; and
- Ensure that all coaches and volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system).

It is important that your club has adopted a suitable Safeguarding Policy. The policy must contain a number of essential elements including:
SECTION 3: SAFETY IN SPORT

- A written policy statement outlining the club’s commitment to safeguarding children, young people and vulnerable adults;
- Guidelines relating to confidentiality;
- Codes of Conduct;
- Guidelines relating to activities;
- Guidelines relating to away days and residential;
- Guidelines relating to anti-bullying;
- Guidelines relating to recruitment and selection;
- Procedures for reporting allegations;
- Health and safety guidelines; and
- Plan for implementing safeguarding procedures.

In addition to the policy, your club will be required to demonstrate a commitment to providing training for coaches and volunteers. It is important that all club coaches and volunteers are aware of the relevant issues associated with safeguarding children, young people and vulnerable adults. Therefore, it is recommended that all coaches and volunteers attend a Safeguarding Children and Young People in Sport workshop. Your club must also appoint a Designated Safeguarding Children’s Officer, and must provide access to training accordingly.

Clubs rely heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in sport would not exist. When Clubmark NI refers to safe recruitment procedures we are expecting clubs to:

- Define the role the individual is applying for (job/role specification).
- Insist that a person applying for any post of responsibility within the club complete the relevant sports application form.
- Obtaining two references in writing, (the request for references will only be sought for preferred applicants).
- Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable the club request an Access NI check (proof of identity MUST also be provided). Clubs should consult their governing body for further information on this process.
- Setting a probationary period (six months for staff or long-term volunteers).
- Interviewing the individual either formally or informally by two designated members (positions to be identified by the sport):
  - Assessing the individual’s experience of working with children or young people and knowledge of safeguarding issues; and
  - Assessing their commitment to promoting good practice; and
  - Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.
- Ensuring that the Management committee ratifies appointments.

For further detailed information on Access NI please visit www.accessni.gov.uk

Refer to Templates 12, 13 and 14 for further support.
3.2 CODES OF CONDUCT

The club must:

• Have adopted a Code of Conduct for coaches and volunteers;
• Have adopted a Code of Conduct for children and young people; and
• Have adopted a Code of Expectations for parents/guardians.

It is important that all people associated with club activities abide by the standards expected by your club. Codes of Conduct ensure that people in a position of responsibility are aware of what is expected of them, and set parameters for appropriate behaviour. Codes of Conduct outline roles and responsibilities of individuals, and reaffirm your club’s commitment of providing safe and enjoyable opportunities for participation in sport. Therefore, it is essential that Codes of Conduct are in place for coaches and volunteers, children and young people, and parents/guardians.

Refer to Templates 15, 16 and 17 for further support.

3.3 VENUES AND EQUIPMENT

The club must ensure that venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.

Your club has a responsibility to ensure that venues and equipment being used during coaching and competition sessions are safe, fit for purpose and appropriate for the user/s. The most effective method of providing quality assurance in relation to this issue is to conduct a risk assessment. Risk assessment provides an opportunity to minimise the risk of accidents and incidents by ensuring that potential hazards are identified and relevant actions are taken accordingly. It is good practice to carry out a risk assessment prior to all coaching and competition sessions.

Refer to Template 18 for further information.
SECTION 3: SAFETY IN SPORT

3.4 FIRST AID

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<tr>
<td>• The club must provide access to qualified first aid at all coaching and competition sessions.</td>
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Due to the physical and active nature of many sports, accidents and incidents are often unavoidable irrespective of the actions undertaken to prevent such occurrences.

Therefore, a qualified first aider must be present at all coaching and competition sessions. It is recommended that clubs play an active role in the provision of opportunities for club members to attend recognised first aid training. First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication; casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; and unconscious casualty.

The club must also provide one or more first aid kits as appropriate to ensure that first aid equipment is available at all coaching and competition sessions.

3.5 ACCIDENTS AND INCIDENTS

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<tr>
<td>• The club must have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.</td>
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It is good practice to adopt and implement procedures for recording information about accidents and incidents that take place within your club setting. This information will highlight the cause of accidents and incidents, identifying actions to be undertaken to eliminate such occurrences in the future. It will also highlight the club’s commitment to the safety of children and young people, and will document actions undertaken by the club, should this information ever be required.

Refer to Templates 19, 20 and 21 for further support.

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1 First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication; casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; and unconscious casualty.
3.6 ATTENDANCE AND MEDICAL RECORDS

The maintenance of records will support many benefits within your club. The relevant coach or team manager should maintain an attendance register at all coaching and competition sessions. Therefore, the club will have a record of children and young people present at a particular session, should this information be requested.

The coach or manager should also possess details on individual participants including important medical information, home address and contact telephone numbers, and contact details for parents/guardians and emergency contacts. Medical information can be obtained from an effective club membership form.

Refer to Templates 4, 22 and 23 for further support.

In exceptional circumstances Sport Northern Ireland reserves the right to alter the identified criteria.
### SECTION 4: CLUBMARK NI CRITERIA CHECKLIST

#### EFFECTIVE MANAGEMENT

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Supporting Evidence</th>
<th>Support Available</th>
<th>Assessment Method/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold adequate public liability insurance for all activities undertaken.</td>
<td>□ Copy of certificate or explanation of cover if through governing body affiliation.</td>
<td>• Seek information from governing body or a reputable insurance provider.</td>
<td>CSF</td>
</tr>
</tbody>
</table>
| Be affiliated to the appropriate governing body of sport and adhere to their disciplinary procedures. | □ Copy of affiliation letter/affiliation number.  
Or  
□ Correspondence confirming affiliation from governing body. | • Sport NI Website list of governing bodies  
Or  
• Governing body | CSF  
CV |
| Have an open and non discriminatory constitution.                         | □ Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary.  
□ Copy of committee minutes adopting latest version of constitution. | • Clubmark NI Resource 1                                                             | CSF                 |
| Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability ‘groups’:  
• People with physical disabilities  
• People who are deaf or hard of hearing  
• Blind and partially sighted people  
• People with learning disabilities | □ Provide certificate of attendance at DSNI’s Disability Inclusion Training Course and submit a completed copy of the participant course action plan which should demonstrate how the four main disability groups could be included in your club.  
Or  
□ Provide a copy of a club action plan which investigates how the four main disability groups could be included in your club.  
Or  
□ Provide meeting notes/email correspondence of discussions with DSNI/governing body/other relevant organisations on the inclusion of the four main disability groups in your club. | • Clubmark NI Resource 3  
• DSNI ‘Disability Inclusion Training’ Course | CSF  
CV |
| Include at least two points relating to the inclusion of people with disabilities within the club’s development plan. | □ Provide a copy of your clubs development plan highlighting the points relating to the inclusion of people with disabilities. | • Clubmark NI Resources 3 and 7 | CSF |
### SECTION 4: CLUBMARK NI CRITERIA

#### EFFECTIVE MANAGEMENT

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Supporting Evidence</th>
<th>Support Available</th>
<th>Assessment Method/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide ‘reasonable’ physical access for people with disabilities.</td>
<td>□ Club facility access audit and action plan.</td>
<td>• Clubmark NI Resource 3</td>
<td>CSF, CV</td>
</tr>
<tr>
<td>Have adopted and be compliant with an Equal Opportunities/ Sports Equity Policy.</td>
<td>□ Copy of signed and dated equity statement/policy.</td>
<td>• Clubmark NI Resource 2</td>
<td>CSF, CV</td>
</tr>
<tr>
<td>□ Details of how this policy has been implemented.</td>
<td></td>
<td>• Governing body equity policy</td>
<td>CV</td>
</tr>
<tr>
<td>Have a specific membership fee and pricing policy specific for children and young people offering reduced rates.</td>
<td>□ Copy of club’s pricing details e.g. pricing policy/membership forms/membership packages or categories.</td>
<td></td>
<td>CSF, CV</td>
</tr>
<tr>
<td>Communicate with parents/guardians on an appropriate basis.</td>
<td>□ Examples of communication e.g. letters, newsletters, website, new members pack, etc. – dated.</td>
<td>• Clubmark NI Resource 5</td>
<td>CSF, CV</td>
</tr>
<tr>
<td>Commit to having contact with at least one local school that encourages pupils to participate in club activities and communicate effectively with this school about the club’s activities within one year of becoming accredited.</td>
<td>□ Details of how the club will do this and which school/s they will target for this.</td>
<td>• Clubmark NI Resource 6</td>
<td>CSF</td>
</tr>
<tr>
<td>Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).</td>
<td>□ Names and contact details of Local Authority Sports Development Contact.</td>
<td>• Clubmark NI Resource 24</td>
<td>CSF</td>
</tr>
<tr>
<td></td>
<td>□ Copies of correspondence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Club directories and other documentation produced by these organisations giving details of the club.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 4: CLUBMARK NI CRITERIA

#### EFFECTIVE MANAGEMENT

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Supporting Evidence</th>
<th>Support Available</th>
<th>Assessment Method/s</th>
</tr>
</thead>
</table>
| Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section. | Copy of action/development plan, including detailed information on planned actions and review. Development plan should be broken down into sections, e.g. coaches, members, facility, equipment, committee, etc. | • Clubmark NI Resource 7  
• Sport NI ‘Junior Club Action Planning’ workshop | CSF  
CV |
| Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers. | Copy of the club volunteering policy.  
Details of how the club have implemented this policy. | • Clubmark NI Resource 8  
• Volunteer Now website  
• ‘Volunteer Champions’ workshop | CSF  
CV |
| Ensure that all new staff and volunteers undergo an induction process that includes the clubs structure and procedures. | Documentation which demonstrates the clubs induction process for new coaches and volunteers. | • CPSU/NSPCC website  
• Volunteer Now website  
• ‘Volunteer Champions’ workshop | CSF  
CV |
## SECTION 4: CLUBMARK NI CRITERIA

### QUALITY COACHING AND COMPETITION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Supporting Evidence</th>
<th>Support Available</th>
<th>Assessment Method/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines within the junior club.</td>
<td>□ Details of junior coach/es qualification/s.</td>
<td>• Governing body Coach Education Courses/Qualifications</td>
<td>CSF, CV</td>
</tr>
<tr>
<td></td>
<td>Copy of coach/es qualification/s certificates</td>
<td>• Sport NI Coach Education workshops</td>
<td></td>
</tr>
<tr>
<td>Have role descriptions for coaches and volunteers outlining roles and responsibilities.</td>
<td>□ Copy of role descriptions for various club roles, signed and dated by each coach or volunteer.</td>
<td>• Clubmark NI Resources 9 and 10</td>
<td>CSF, CV</td>
</tr>
<tr>
<td>Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.</td>
<td>□ Copy of professional indemnity insurance for each coach for all activities undertaken.</td>
<td>• Reputable insurance provider</td>
<td>CSF, CV</td>
</tr>
<tr>
<td></td>
<td>□ In cases were coaching insurance is included as part of membership of an organisation or covered by club/ governing body this should be documented and the relevant correspondence/certificates included to evidence this.</td>
<td>• Governing body</td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Other reputable coaching insurance provider</td>
<td>• Other reputable coaching insurance provider</td>
<td></td>
</tr>
<tr>
<td>Provide a structured coaching programme for children and young people, as determined by the governing body, with progressive and inclusive sessions.</td>
<td>□ Documentation detailing the clubs coaching programme for children and young people.</td>
<td>• Governing body guidance for coaching programmes for children and young people (if available)</td>
<td>CSF, CV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sport NI Childrens’ Coaching workshop</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Clubmark NI Resource 11</td>
<td></td>
</tr>
</tbody>
</table>
### QUALITY COACHING AND COMPETITION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Supporting Evidence</th>
<th>Support Available</th>
<th>Assessment Method/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that coach: participant ratios reflect the governing body guidelines.</td>
<td>□ Documentation detailing the clubs coach: participant ratio’s within the junior club/section.</td>
<td>▪ Governing body guidelines</td>
<td>CSF, CV</td>
</tr>
<tr>
<td>Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.</td>
<td>□ Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements of their junior section/club.</td>
<td>▪ Governing body guidelines (if available)</td>
<td>CSF, CV</td>
</tr>
<tr>
<td>Criteria</td>
<td>Supporting Evidence</td>
<td>Support Available</td>
<td>Assessment Method/s</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements. | □ Copy of the club’s policy, signed and dated by Chairperson and other relevant committee members.  
□ Details and evidence of how the policy is being communicated within the club.  
□ Copy of committee minutes adopting the policy.  
□ Other evidence of implementation, i.e. other documents which refer to the policy. | • Governing body Safeguarding policy  
• CPSU website  
• Clubmark NI Resource 12 and 13 | CSF  
CV |
| Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding Children and Young People in Sport - Awareness Training within six months of taking up their role (or training deemed as equivalent by Sport Northern Ireland). | □ Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people undertake Safeguarding training within six month of beginning their role.  
□ Copy of certificate of attendance for Safeguarding in Sport workshop. | • Sport NI Safeguarding Children and Young People Sport in Sport Awareness Training workshop | CSF  
CV |
| Appoint a designated person for safeguarding/child welfare officer and ensure that at least two club members have attended ‘Designated Safeguarding Children’s Officer’ training at least once every three years (or training deemed equivalent by Sport Northern Ireland) including the appointed person; | □ Name appointed designated person, demonstrate and submit copies of certificates of attendance for ‘ designated Safeguarding Children’s Officer’ training workshop (x2). | • Sport NI Designated Safeguarding Children’s Officer Training workshop | CSF  
CV |
| Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role. | □ Details of how this is communicated to members and parents/guardians.  
□ Copies of correspondence or other communication materials which demonstrate this. | | CSF  
CV |
## SAFETY IN SPORT

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Supporting Evidence</th>
<th>Support Available</th>
<th>Assessment Method/s</th>
</tr>
</thead>
</table>
| Ensure that all coaches and volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system). | □ Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people are subject to Enhanced Disclosures via Access NI.  
□ Documentation from clubs Access NI administration body (e.g. governing body) which demonstrate that the club are compliant with this criteria. | • Governing body  
• Access NI website  
• CPSU website | CSF  
CV |
| Have adopted a Code of Conduct for coaches and volunteers.               | □ Copy of Codes of Conduct.  
□ Details of how this is communicated to coaches and volunteers.  
□ Copy of committee minutes adopting this Code of Conduct. | • Clubmark NI Resource 15 | CSF  
CV |
| Have adopted a Code of Conduct for children and young people.            | □ Copy of codes of expectations.  
□ Details of how this is communicated to parents/guardians.  
□ Copy of committee minutes adopting this Code of Expectations. | • Clubmark NI Resource 16 | CSF  
CV |
| Have adopted a Code of Expectations for parents/guardians.              | □ Copy of Codes of Conduct /rules.  
□ Details of how this is communicated to children and young people and parents /guardians.  
□ Copy of committee minutes adopting this Code of Conduct. | • Clubmark NI Resource 17 | CSF  
CV |
## SECTION 4: CLUBMARK NI CRITERIA

### SAFETY IN SPORT

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Supporting Evidence</th>
<th>Support Available</th>
<th>Assessment Method/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.</td>
<td>□ Copy of risk assessments for all club venues.</td>
<td>• Clubmark NI Resource 17</td>
<td>CSF</td>
</tr>
<tr>
<td></td>
<td>□ Details on how club facilities and equipment meet governing body guidelines (if applicable)</td>
<td>• Governing body guidelines (if available)</td>
<td>CV</td>
</tr>
<tr>
<td></td>
<td>□ Copy of First Aid qualification certificate/s.</td>
<td>• Sport NI ‘Coaching Sport Safely’ workshop</td>
<td></td>
</tr>
<tr>
<td>Provide access to qualified First Aid at all coaching and competition sessions.</td>
<td>□ Detail how club provide qualified First Aid at all coaching and competition sessions including naming club First Aider/s if relevant.</td>
<td>St John’s Ambulance, British Red Cross, Other reputable First Aid training providers</td>
<td>CSF CV</td>
</tr>
<tr>
<td></td>
<td>□ Copy of First Aid qualification certificate/s.</td>
<td>• Clubmark NI Resources 18, 19, 20 and 21</td>
<td></td>
</tr>
<tr>
<td>Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.</td>
<td>□ Copy of clubs procedures and pro-forma for managing and recording accidents and incidents.</td>
<td>• Clubmark NI Resources 18, 19, 20 and 21</td>
<td>CSF CV</td>
</tr>
<tr>
<td>Hold an attendance register at all coaching and competition sessions.</td>
<td>□ Copy of the register taking at all coach and competition sessions (this may be a blank version).</td>
<td>• Clubmark NI Resource 22</td>
<td>CSF CV</td>
</tr>
<tr>
<td>Hold contact details of parents/guardians and emergency contacts.</td>
<td>□ Detail how the club holds the contact details of parents/guardians and emergency contacts.</td>
<td>• Clubmark NI Resource 4</td>
<td>CSF CV</td>
</tr>
<tr>
<td></td>
<td>□ Copy of parents/guardians and emergency contacts form or membership form which records parents/guardians and emergency contacts.</td>
<td>• Clubmark NI Resource 4</td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 4: CLUBMARK NI CRITERIA

#### SAFETY IN SPORT

<table>
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<th>Assessment Method/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold information on any medical conditions of children and young people, and communicate the details on a need to know basis.</td>
<td>□ Detail how the club holds the contact details on any medical conditions of children and young people on a need to know basis. &lt;br&gt; □ Copy of medical information form or membership form which records medical information.</td>
<td>• Clubmark NI 4</td>
<td>CSF, CV</td>
</tr>
<tr>
<td>Have parental/guardian’s written consent for their young person to participate in the activity.</td>
<td>□ Copy of consent form or membership form which requests written consent.</td>
<td>• Clubmark NI Resource 4</td>
<td>CSF, CV</td>
</tr>
</tbody>
</table>

Print off the Clubmark NI Action Plan (available on the CD Resource) and use this check list to create a specific action plan for your club.

1 First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; and unconscious casualty.

In exceptional circumstances Sport Northern Ireland reserve the right to alter the identified criteria.
## USEFUL CONTACTS LIST

### Sport Northern Ireland

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simon Toole – Performance Consultant</td>
<td>028 9038 3860</td>
</tr>
<tr>
<td>Noleen Lennon – Development Assistant</td>
<td>028 9038 3856</td>
</tr>
<tr>
<td>Conor Cunning – Development Assistant</td>
<td>028 9038 3809</td>
</tr>
</tbody>
</table>

Website: [www.sportni.net/clubmarkni](http://www.sportni.net/clubmarkni)
E-mail: clubmarkni@sportni.net

### Sports Coach UK

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)
E-mail: coaching@sportscoachuk.org
Fax: 0113 275 5019

### Coaching Ireland

Website: [www.coachingireland.com](http://www.coachingireland.com)
Email: info@coachingireland.com
Fax: +353 61 202868

### Local Councils

<table>
<thead>
<tr>
<th>Council</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antrim Borough Council</td>
<td>028 9446 3113</td>
</tr>
<tr>
<td>Ards Borough Council</td>
<td>028 9182 4000</td>
</tr>
<tr>
<td>Armagh City and District Council</td>
<td>028 3752 9600</td>
</tr>
<tr>
<td>Ballymena District Council</td>
<td>0844 544 7640</td>
</tr>
<tr>
<td>Ballymoney Borough Council</td>
<td>028 2766 0200</td>
</tr>
<tr>
<td>Banbridge District Council</td>
<td>028 4066 0600</td>
</tr>
<tr>
<td>Belfast City Council</td>
<td>028 9032 0202</td>
</tr>
<tr>
<td>Carrickfergus Borough Council</td>
<td>028 9335 8000</td>
</tr>
<tr>
<td>Castlereagh Borough Council</td>
<td>028 9049 4500</td>
</tr>
<tr>
<td>Coleraine Borough Council</td>
<td>028 7034 7034</td>
</tr>
<tr>
<td>Cookstown District Council</td>
<td>028 8676 2205</td>
</tr>
<tr>
<td>Craigavon Borough Council</td>
<td>028 3831 2400</td>
</tr>
<tr>
<td>Derry City Council</td>
<td>028 7136 5151</td>
</tr>
<tr>
<td>Down District Council</td>
<td>028 4461 0800</td>
</tr>
<tr>
<td>Dungannon and South Tyrone Borough Council</td>
<td>028 8772 0300</td>
</tr>
<tr>
<td>Fermanagh District Council</td>
<td>028 6632 5050</td>
</tr>
<tr>
<td>Larne Borough Council</td>
<td>028 2827 2313</td>
</tr>
<tr>
<td>Limavady Borough Council</td>
<td>028 7772 2226</td>
</tr>
<tr>
<td>Lisburn City Council</td>
<td>028 9250 9250</td>
</tr>
<tr>
<td>Magherafelt District Council</td>
<td>028 7939 7979</td>
</tr>
<tr>
<td>Moyle District Council</td>
<td>028 2076 2225</td>
</tr>
<tr>
<td>Newry and Mourne District Council</td>
<td>028 3031 3031</td>
</tr>
<tr>
<td>Newtownabbey Borough Council</td>
<td>028 9034 0000</td>
</tr>
<tr>
<td>North Down Borough Council</td>
<td>028 9127 0371</td>
</tr>
<tr>
<td>Omagh District Council</td>
<td>028 8224 5321</td>
</tr>
<tr>
<td>Strabane District Council</td>
<td>028 7138 2204</td>
</tr>
</tbody>
</table>
USEFUL CONTACTS LIST

Southern Sports Partnership
Alan Curran 028 3831 4470
E-mail: Alan.Curran@selb.org www.southernsports.co.uk

NSPCC Child Protection in Sport Unit
Paul Stephenson 0844 892 0281
E-mail: pstephenson@NSPCC.org.uk www.thecpsu.org.uk

Health and Social Care Trusts
Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

<table>
<thead>
<tr>
<th>Trust</th>
<th>Tel</th>
<th>Out of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern HSC Trust</td>
<td>0300 123 4333</td>
<td>028 9024 6400</td>
</tr>
<tr>
<td>South Eastern HSC Trust</td>
<td>0300 100 0300</td>
<td>028 9056 5444</td>
</tr>
<tr>
<td>Southern HSC Trust</td>
<td>0800 783 7745</td>
<td>028 3833 4444</td>
</tr>
<tr>
<td>Belfast HSC Trust</td>
<td>028 9050 7000</td>
<td>028 9056 5444</td>
</tr>
<tr>
<td>Western HSC Trust</td>
<td>028 7131 4090</td>
<td>028 7134 5171</td>
</tr>
</tbody>
</table>

First Aid Contacts
St John Ambulance 0870 010 4950
British Red Cross 028 9024 6400

Disability Sports Northern Ireland
Disability Sports NI 028 9038 7062
E-mail: email@dsni.co.uk www.dsni.co.uk

Volunteer Now
Volunteer Now 028 9023 2020
E-mail: info@volunteernow.co.uk www.volunteernow.co.uk

Equality Commission
Equality Commission 028 9089 0890
E-mail: information@equalityni.org www.equalityni.org
# USEFUL CONTACTS LIST

## General Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Northern Ireland</td>
<td><a href="http://www.accessni.gov.uk">www.accessni.gov.uk</a> E-mail: <a href="mailto:accessni@ani.x.gsi.gov.uk">accessni@ani.x.gsi.gov.uk</a></td>
</tr>
<tr>
<td>Behaviour Management</td>
<td><a href="http://www.parenting-ed.org">www.parenting-ed.org</a></td>
</tr>
<tr>
<td>Booster Seat Legislation</td>
<td><a href="http://www.thinkroadsafety.gov.uk/advice/seatbelts.htm">www.thinkroadsafety.gov.uk/advice/seatbelts.htm</a></td>
</tr>
<tr>
<td>Bullying</td>
<td><a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a> <a href="http://www.bullying.co.uk">www.bullying.co.uk</a></td>
</tr>
<tr>
<td>Child Exploitation Online Protection</td>
<td><a href="http://www.ceop.gov.uk">www.ceop.gov.uk</a></td>
</tr>
<tr>
<td>Childline (Northern Ireland) 0800 1111</td>
<td><a href="http://www.childline.org.uk">www.childline.org.uk</a></td>
</tr>
<tr>
<td>Counselling for Young People Contact – 028 9074 4499</td>
<td><a href="http://www.contactni.com">www.contactni.com</a></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td><a href="http://www.womensaid.org.uk">www.womensaid.org.uk</a></td>
</tr>
<tr>
<td>Drugs and Alcohol</td>
<td><a href="http://www.contactyouth.org">www.contactyouth.org</a></td>
</tr>
<tr>
<td>First Aid</td>
<td><a href="http://www.sja.org.uk">www.sja.org.uk</a></td>
</tr>
<tr>
<td>Health</td>
<td><a href="http://www.kidsallergies.co.uk">www.kidsallergies.co.uk</a></td>
</tr>
<tr>
<td>Internet Safety</td>
<td><a href="http://www.iwf.org.uk">www.iwf.org.uk</a></td>
</tr>
<tr>
<td>Independent Safeguarding Authority</td>
<td><a href="http://www.isa.gov.org">www.isa.gov.org</a> Dedicated call centre 01325 953 795 which is open 8.30am to 5.30pm weekdays.</td>
</tr>
<tr>
<td>N. I. Safeguarding Vulnerable Groups Team</td>
<td><a href="http://www.dhsspsni.gov.uk/svg">www.dhsspsni.gov.uk/svg</a></td>
</tr>
<tr>
<td>N. I. Commissioner for Children and Young People</td>
<td><a href="http://www.niccy.org">www.niccy.org</a></td>
</tr>
<tr>
<td>NSPCC Helpline 0808 800 5000 (Northern Ireland Office 0203 222 4200)</td>
<td><a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></td>
</tr>
<tr>
<td>Parents Advice</td>
<td><a href="http://www.parentsadvicecentre.org">www.parentsadvicecentre.org</a></td>
</tr>
<tr>
<td>Police (Public Protection Units)</td>
<td>Tel: Police Exchange 028 9065 0222</td>
</tr>
<tr>
<td>Special Education Needs</td>
<td><a href="http://www.throughtheroof.org">www.throughtheroof.org</a></td>
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<tr>
<td>Sport Northern Ireland 028 9038 1222</td>
<td><a href="http://www.sportni.net">www.sportni.net</a></td>
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<tr>
<td>Suicide and self-harm</td>
<td>Lifeline 0808 808 8000 <a href="http://www.pipsproject.com">www.pipsproject.com</a> <a href="http://www.samaritans.org">www.samaritans.org</a></td>
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