

SECTION 4: CLUBMARK NI CRITERIA CHECKLIST

EFFECTIVE MANAGEMENT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Hold adequate public liability insurance for all activities undertaken.	<input type="checkbox"/> Copy of certificate or explanation of cover if through governing body affiliation.	<ul style="list-style-type: none"> Seek information from governing body or a reputable insurance provider. 	CSF
Be affiliated to the appropriate governing body of sport and adhere to their disciplinary procedures.	<input type="checkbox"/> Copy of affiliation letter/affiliation number. Or <input type="checkbox"/> Correspondence confirming affiliation from governing body.	<ul style="list-style-type: none"> Sport NI Website list of governing bodies Governing body 	CSF
Have an open and non discriminatory constitution.	<input type="checkbox"/> Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary. <input type="checkbox"/> Copy of committee minutes adopting latest version of constitution.	<ul style="list-style-type: none"> 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': <ul style="list-style-type: none"> People with physical disabilities People who are deaf or hard of hearing Blind and partially sighted people People with learning disabilities 	<input type="checkbox"/> 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 <input type="checkbox"/> Provide a copy of a club action plan which investigates how the four main disability groups could be included in your club. Or <input type="checkbox"/> 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.	<ul style="list-style-type: none"> 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.	<input type="checkbox"/> Provide a copy of your clubs development plan highlighting the points relating to the inclusion of people with disabilities.	<ul style="list-style-type: none"> Clubmark NI Resources 3 and 7 	CSF



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Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities.	<input type="checkbox"/> Club facility access audit and action plan.	<ul style="list-style-type: none"> Clubmark NI Resource 3 	<p>CSF</p> <p>CV</p>
Have adopted and be compliant with an Equal Opportunities/ Sports Equity Policy.	<input type="checkbox"/> Copy of signed and dated equity statement/policy. <input type="checkbox"/> Details of how this policy has been implemented.	<ul style="list-style-type: none"> Clubmark NI Resource 2 Governing body equity policy 	<p>CSF</p> <p>CV</p>
Have a specific membership fee and pricing policy specific for children and young people offering reduced rates.	<input type="checkbox"/> Copy of club's pricing details e.g. pricing policy/membership forms/ membership packages or categories.		<p>CSF</p> <p>CV</p>
Communicate with parents/ guardians on an appropriate basis.	<input type="checkbox"/> Examples of communication e.g. letters, newsletters, website, new members pack, etc. – dated.	<ul style="list-style-type: none"> Clubmark NI Resource 5 	<p>CSF</p> <p>CV</p>
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.	<input type="checkbox"/> Details of how the club will do this and which school/s they will target for this.	<ul style="list-style-type: none"> Clubmark NI Resource 6 	<p>CSF</p>
Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	<input type="checkbox"/> Names and contact details of Local Authority Sports Development Contact. <input type="checkbox"/> Copies of correspondence. <input type="checkbox"/> Club directories and other documentation produced by these organisations giving details of the club.	<ul style="list-style-type: none"> Clubmark NI Resource 24 	<p>CSF</p>

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Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section.	<input type="checkbox"/> 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.	<ul style="list-style-type: none"> • Clubmark NI Resource 7 • Sport NI 'Junior Club Action Planning' workshop 	<p>CSF</p> <p>CV</p>
Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	<input type="checkbox"/> Copy of the club volunteering policy. <input type="checkbox"/> Details of how the club have implemented this policy.	<ul style="list-style-type: none"> • Clubmark NI Resource 8 • Volunteer Now website • 'Volunteer Champions' workshop 	<p>CSF</p> <p>CV</p>
Ensure that all new staff and volunteers undergo an induction process that includes the clubs structure and procedures.	<input type="checkbox"/> Documentation which demonstrates the clubs induction process for new coaches and volunteers.	<ul style="list-style-type: none"> • CPSU/ NSPCC website • Volunteer Now website • 'Volunteer Champions' workshop 	<p>CSF</p> <p>CV</p>



SECTION 4: CLUBMARK NI CRITERIA

QUALITY COACHING AND COMPETITION

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines within the junior club.	<input type="checkbox"/> Details of junior coach/es qualification/s. Copy of coach/es qualification/s certificates	<ul style="list-style-type: none"> Governing body Coach Education Courses/Qualifications Sport NI Coach Education workshops 	<p>CSF</p> <p>CV</p>
Have role descriptions for coaches and volunteers outlining roles and responsibilities.	<input type="checkbox"/> Copy of role descriptions for various club roles, signed and dated by each coach or volunteer.	<ul style="list-style-type: none"> Clubmark NI Resources 9 and 10 	<p>CSF</p> <p>CV</p>
Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.	<input type="checkbox"/> Copy of professional indemnity insurance for each coach for all activities undertaken. <input type="checkbox"/> In cases where 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.	<ul style="list-style-type: none"> Reputable insurance provider Governing body Other reputable coaching insurance provider 	<p>CSF</p> <p>CV</p>
Provide a structured coaching programme for children and young people, as determined by the governing body, with progressive and inclusive sessions.	<input type="checkbox"/> Documentation detailing the clubs coaching programme for children and young people.	<ul style="list-style-type: none"> Governing body guidance for coaching programmes for children and young people (if available) Sport NI Childrens' Coaching workshop Clubmark NI Resource 11 	<p>CSF</p> <p>CV</p>

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QUALITY COACHING AND COMPETITION

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Ensure that coach: participant ratios reflect the governing body guidelines.	<input type="checkbox"/> Documentation detailing the clubs coach: participant ratio's within the junior club/section.	<ul style="list-style-type: none"> Governing body guidelines 	<p>CSF</p> <p>CV</p>
Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.	<input type="checkbox"/> 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.	<ul style="list-style-type: none"> Governing body guidelines (if available) 	<p>CSF</p> <p>CV</p>

SECTION 4: CLUBMARK NI CRITERIA

SAFETY IN SPORT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements.	<input type="checkbox"/> Copy of the club's policy, signed and dated by Chairperson and other relevant committee members. <input type="checkbox"/> Details and evidence of how the policy is being communicated within the club. <input type="checkbox"/> Copy of committee minutes adopting the policy. <input type="checkbox"/> Other evidence of implementation, i.e. other documents which refer to the policy.	<ul style="list-style-type: none"> Governing body Safeguarding policy CPSU website Clubmark NI Resource 12 and 13 	<p>CSF</p> <p>CV</p>
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).	<input type="checkbox"/> 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. <input type="checkbox"/> Copy of certificate of attendance for Safeguarding in Sport workshop.	<ul style="list-style-type: none"> Sport NI Safeguarding Children and Young People Sport in Sport Awareness Training workshop 	<p>CSF</p> <p>CV</p>
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;	<input type="checkbox"/> Name appointed designated person, demonstrate and submit copies of certificates of attendance for 'Designated Safeguarding Children's Officer' training workshop (x2).	<ul style="list-style-type: none"> Sport NI Designated Safeguarding Children's Officer Training workshop 	<p>CSF</p> <p>CV</p>
Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role.	<input type="checkbox"/> Details of how this is communicated to members and parents/guardians. <input type="checkbox"/> Copies of correspondence or other communication materials which demonstrate this.		<p>CSF</p> <p>CV</p>

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CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
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).	<input type="checkbox"/> 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. <input type="checkbox"/> Documentation from clubs Access NI administration body (e.g. governing body) which demonstrate that the club are compliant with this criteria.	<ul style="list-style-type: none"> Governing body Access NI website CPSU website 	<p>CSF</p> <p>CV</p>
Have adopted a Code of Conduct for coaches and volunteers.	<input type="checkbox"/> Copy of Codes of Conduct. <input type="checkbox"/> Details of how this is communicated to coaches and volunteers. <input type="checkbox"/> Copy of committee minutes adopting this Code of Conduct.	<ul style="list-style-type: none"> Clubmark NI Resource 15 	<p>CSF</p> <p>CV</p>
Have adopted a Code of Conduct for children and young people.	<input type="checkbox"/> Copy of codes of expectations. <input type="checkbox"/> Details of how this is communicated to parents/guardians. <input type="checkbox"/> Copy of committee minutes adopting this Code of Expectations.	<ul style="list-style-type: none"> Clubmark NI Resource 16 	<p>CSF</p> <p>CV</p>
Have adopted a Code of Expectations for parents/guardians.	<input type="checkbox"/> Copy of Codes of Conduct /rules. <input type="checkbox"/> Details of how this is communicated to children and young people and parents /guardians. <input type="checkbox"/> Copy of committee minutes adopting this Code of Conduct.	<ul style="list-style-type: none"> Clubmark NI Resource 17 	<p>CSF</p> <p>CV</p>



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Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.	<input type="checkbox"/> Copy of risk assessments for all club venues. <input type="checkbox"/> Details on how club facilities and equipment meet governing body guidelines (if applicable)	<ul style="list-style-type: none"> • Clubmark NI Resource 17 • Governing body guidelines (if available) • Sport NI 'Coaching Sport Safely' workshop 	<p>CSF</p> <p>CV</p>
Provide access to qualified First Aid at all coaching and competition sessions.	<input type="checkbox"/> Detail how club provide qualified' First Aid at all coaching and competition sessions including naming club First Aider/s if relevant. <input type="checkbox"/> Copy of First Aid qualification certificate/s.	<ul style="list-style-type: none"> • St John's Ambulance • British Red Cross • Other reputable First Aid training providers 	<p>CSF</p> <p>CV</p>
Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.	<input type="checkbox"/> Copy of clubs procedures and pro-forma for managing and recording accidents and incidents.	<ul style="list-style-type: none"> • Clubmark NI Resources 18, 19, 20 and 21 	<p>CSF</p> <p>CV</p>
Hold an attendance register at all coaching and competition sessions.	<input type="checkbox"/> Copy of the register taking at all coach and competition sessions (this may be a blank version).	<ul style="list-style-type: none"> • Clubmark NI Resource 22 	<p>CSF</p> <p>CV</p>
Hold contact details of parents/guardians and emergency contacts.	<input type="checkbox"/> Detail how the club holds the contact details of parents/guardians and emergency contacts. <input type="checkbox"/> Copy of parents/guardians and emergency contacts form or membership form which records parents/guardians and emergency contacts.	<ul style="list-style-type: none"> • Clubmark NI Resource 4 	<p>CSF</p> <p>CV</p>

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Hold information on any medical conditions of children and young people, and communicate the details on a need to know basis.	<input type="checkbox"/> Detail how the club holds the contact details on any medical conditions of children and young people on a need to know basis. <input type="checkbox"/> Copy of medical information form or membership form which records medical information.	<ul style="list-style-type: none"> • Clubmark NI 4 	<p>CSF</p> <p>CV</p>
Have parental/guardian's written consent for their young person to participate in the activity.	<input type="checkbox"/> Copy of consent form or membership form which requests written consent.	<ul style="list-style-type: none"> • Clubmark NI Resource 4 	<p>CSF</p> <p>CV</p>

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.