**SECTION 1: EFFECTIVE CLUB MANAGEMENT**

|  | **Criteria**  ***The club must:*** | **Supporting Evidence** | **Support Available** | **Assessment Method/s** |
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| 1.1 | Evidence of Committee/Board decision taken on appropriate organisational status. | * Minutes of club committee where this has been discussed * Copy of development plan where this has been referenced * Copies of correspondence with HMRC (CASC)/Charity Commission or other relevant body. | * Seek information from NGB or HMRC/Charity Commission * Club Leaders workshop | *Online Upload*  **Minutes,**  **Confirmation letter** |
| 1.2 | Hold adequate public liability insurance for all activities undertaken. | * Copy of certificate or explanation of cover if through governing body affiliation. * Copies of coaches insurance | * Seek information from governing body or a reputable insurance provider | *Online Upload*  **PL certificate** |
| 1.3 | Be affiliated to the appropriate governing body of sport and adhere to their disciplinary and complaints procedures. | * Copy of affiliation letter/affiliation number.   Or   * Correspondence confirming affiliation from governing body or receipt for payment of affiliation fees. | * SNI website list of governing bodies * Governing body | *Online upload*  **Copy of letter** |
| 1.4 | Have an open and non-discriminatory constitution or appropriate governing documents. | * 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 Template 1 | *Online Upload*  **Club Constitution** |
| 1.5 | Demonstrate a commitment to ongoing development within a suitable Annual Club Development Plan in place. | * 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 Template 7 | *Online Upload & Club Visit*  **Club Development Plan** |
| 1.6 | Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy. | * Copy of signed and dated equity statement/policy. * Details of how this policy has been implemented. | * Clubmark NI Template 2 * Governing body Equity policy | *Online Upload & Club Visit*  **Equity Policy** |

**SECTION 2: COMMUNITY ENGAGEMENT**

|  | **Criteria**  ***The club must:*** | **Supporting Evidence** | **Support Available** | **Assessment Method/s** | |
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| 2.1 | 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 a copy of a club development plan which investigates how the four main disability groups could be included in your club and highlight the points relating to the inclusion of people with disabilities.  **AND**  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 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 Template 3 * DSNI ‘Disability Inclusion Training’ Course | | *Online Upload & Club Visit*  **Certificate or correspondence** |
| 2.2 | Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide ‘reasonable’ physical access for people with disabilities. | * Club facility access audit and action plan. | * Clubmark NI Template 3 | | *Online Upload & Club Visit*  **Audit & Action plan** |
| 2.3 | The club actively engages with members and has an agreed approach regarding engagement to retain existing members and attract new members. | * Evidence of ongoing communication with members via appropriate methods eg newsletters, website, social media. * Evidence that the club actively follows up with non-active members and lapsed member to re-engage. * Examples of initiatives or sessions to attract new members through established partnerships eg local schools, colleges, community groups etc. |  | | *Club Visit* |
| 2.4 | 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. | * Details of how the club will do this and which school/s they will target for this. | * Clubmark NI Template 6 | | *Online upload*  **Correspondence** |
| 2.5 | Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council). | * Names and contact details of Local Authority Sports Development Contact. * Copies of correspondence. * Club directories and other documentation produced by these organisations giving details of the club. | * Clubmark NI Template 6 | | *Online upload & Club visit*  **Correspondence** |
| 2.6 | 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 Template 8 * Volunteer Now website * ‘Volunteer Champions’ workshop | | *Online Upload & Club Visit*  **Volunteering Policy** |
| 2.7 | Ensure that all new staff and volunteers under go 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 | | *Online Upload & Club Visit*  **Induction Pack** |

**SECTION 3: QUALITY COACHING & COMPETITION**

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| **Criteria**  ***The club must:*** | | **Supporting Evidence** | **Support Available** | **Assessment Method/s** |
| 3.1 | Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines throughout the club. | * Details of coach/es qualification/s. * Copy of coach/es qualification/s certificates. | * Governing body Coach Education Courses/ Qualifications * SNI Coach Education workshops | *Online Upload & Club Visit*  **Certificates** |
| 3.2 | Have role descriptions for coaches and volunteers outlining roles and responsibilities. | * Copy of role descriptions for various club roles, signed and dated by each coach or volunteer. | * Clubmark NI Templates 9 & 10 | *Online Upload & Club Visit*  **Role descriptions** |
| 3.3 | Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken. | * Copy of professional indemnity insurance for each coach for all activities undertaken. * 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. | * Reputable insurance provider * Governing body * Other reputable coaching insurance provider | *Online Upload & Club Visit*  **Coaches certificates** |
| 3.4 | Provide a structured coaching programme for all people, as determined by the governing body, with progressive and inclusive sessions. | * Documentation detailing the clubs coaching programme for all participants. | * Governing body guidance for coaching programmes for children and young people (if available) | *Online Upload & Club Visit*  **Coaching Plan** |
| 3.5 | Ensure that coach : participant ratios reflect the governing body guidelines. | * Documentation detailing the clubs coach : participant ratio’s within the junior club/section. | * Governing body guidelines | *Online Upload & Club Visit*  **Club Guidelines** |
| 3.6 | Provide suitable intra and/or inter club competition, in accordance with governing body guidelines. | * Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements within the club. | * Governing body guidelines (if available) | *Online Upload & Club Visit*  **Competition Prog** |

**SECTION 4: CREATING A SAFE ENVIRONMENT**

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| **Criteria**  ***The club must:*** | | **Supporting Evidence** | **Support Available** | **Assessment Method/s** |
| 4.1 | Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist. | * Copy of risk assessments for all club venues. * Details on how club facilities and equipment meet governing body guidelines (if applicable). | * Clubmark NI Template 18 * Governing body guidelines (if available) | *Online Upload & Club Visit*  **Risk Assessments** |
| 4.2 | Provide access to qualified1 First Aid at all coaching and competition sessions. | * Detail how club provide qualified1 First Aid at all coaching and competition sessions including naming club First Aider/s if relevant. * Copy of First Aid qualification2 certificate/s. | * St Johns Ambulance * British Red Cross * Other reputable First Aid training providers | *Online Upload & Club Visit*  **Certificates** |
| 4.3 | Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents. | * Copy of clubs procedures and pro-forma for managing and recording accidents and incidents. | * Clubmark NI Templates18,19, 20 & 21 | *Online Upload & Club Visit*  **Procedures & Proforma** |
| 4.4 | Hold an attendance register at all coaching and competition sessions. | * Copy of the register taking at all coach and competition sessions (this may be a blank version). | * Clubmark NI Template 22 | *Online Upload & Club Visit*  **Register** |
| 4.5 | Have adopted a Code of Conduct all participants | * Copy of codes of conduct/rules. * Details of how this is all participants. * Copy of committee minutes adopting this Code of Conduct. | * Clubmark NI Template 15 | Online Upload & Club Visit  **Code of Conduct** |

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; unconscious casualty.

In exceptional circumstances Sport Northern Ireland reserve the right to alter the identified criteria.

\*To be regarded as a ‘Senior Club’ all club members ***MUST*** be over 18 years of age.