

Clubmark focuses on 4 main areas ensuring all aspects of the club can support juniors in providing a safe, active environment.

1. Duty of care and safeguarding and protecting children

CRITERIA		EXAMPLES OF EVIDENCE	RESOURCE
1a	The club has receipt of the Herts Sports Partnership safeguarding and protecting children policy and is working towards the procedures laid down	<ul style="list-style-type: none"> • Copy of the club's safeguarding and protecting children policy • Copy of committee minutes adopting the policy • Policy signed and dated by club Chairperson and other relevant committee members • Details of how this is communicated to club personnel • Other evidence of implementation, i.e. other documents which refer to the policy 	<ul style="list-style-type: none"> • NGB safeguarding and protecting children policy (see sport-specific Information Sheet) • Herts Sports Partnership safeguarding and protecting children policy implementation pack for clubs.
1b	A least two members of the club, one of whom is a coach, have attended Clubmark-recognised child protection training. (currently sports coach UK's 'Good Practice and safeguarding and protecting children, the FA's 'Child Protection and Best Practice' or AENA's 'Duty of Care')	<ul style="list-style-type: none"> • Copies of attendance certificates • List of trained club personnel and dates attended 	<ul style="list-style-type: none"> • Herts Sports Partnership workshop programme, available via www.sportinherts.org.uk
1c	The club has adopted codes of practice for all coaches, officials and volunteers working with young people and children	<ul style="list-style-type: none"> • Copies of codes of practice • Copy of committee minutes adopting the codes of practice • Examples of codes of practice signed and dated by coaches to say they have received a copy and agree to abide by it 	<ul style="list-style-type: none"> • Clubmark Resource File • sports coach UK Code of Practice for Coaches

1d	The club has access to first aid equipment at all coaching and competition sessions	<ul style="list-style-type: none"> • Details of first aid arrangements • List of trained club personnel and renewal dates 	
1e	The club has emergency procedures for dealing with serious injuries / accidents, including ensuring telephone / radio contact with the emergency services	<ul style="list-style-type: none"> • Copies of club procedures • Details of how these are communicated to club personnel • Copy of procedures for the facility if different from club procedures • Ensure link between club and facility procedures 	<ul style="list-style-type: none"> • Clubmark Resource File
1f	The club has the contact details of parents / carers and emergency / alternative contacts	<ul style="list-style-type: none"> • Sample (blank) copy of form / database • Information about how this information is collected, kept up to date, stored and who has access to it 	<ul style="list-style-type: none"> • Clubmark Resource File
1g	The club has information on any medical conditions of young people at the club and informs club personnel where appropriate	<ul style="list-style-type: none"> • Sample (blank) copy of form / database • Information about how this information is collected, kept up to date, stored and who has access to it 	<ul style="list-style-type: none"> • Clubmark Resource File

2. The Playing Programme

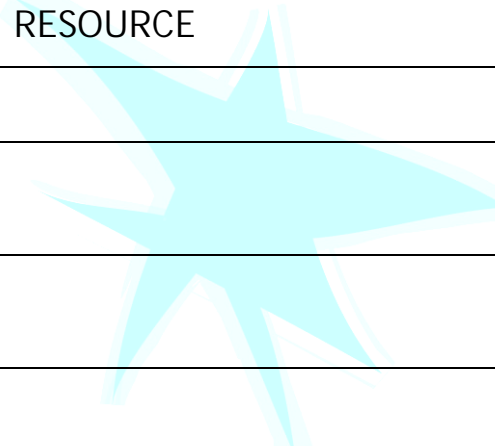
CRITERIA		EXAMPLES OF EVIDENCE	RESOURCE
2a	The club provides a structured coaching programme for junior members	<ul style="list-style-type: none"> • Information about days / times / age groups for junior sessions • Examples of session plans and long-term coaching plans showing progression • Links to Skills or Performance Awards and competitive fixtures if appropriate • 	<ul style="list-style-type: none"> • Sport-Specific Information Sheet
2b	The club uses relevant NGB skills or performance awards and any other coaching resources of the NGB to enhance its coaching and assessment programme, or has developed its own if NGB examples are not available	<ul style="list-style-type: none"> • Details of the NGB schemes used, or examples of club's own schemes if used • Welcome letter, results of awards, newsletter etc. showing how awards are used within the club 	<ul style="list-style-type: none"> • Sport-Specific Information Sheet
2c	The performer : coach ratio for coaching / training sessions is in accordance with NGB guidelines	<ul style="list-style-type: none"> • Details of sessions (days / times / average number of young people at each session / names of coaches at each session) 	<ul style="list-style-type: none"> • Sport-Specific Information Sheet
2d	The club provides suitable intra and / or inter club competition according to NGB guidelines	<ul style="list-style-type: none"> • Fixture list (activity list if sport is non-competitive) and / or • Details of internal competitions • Information about how these events meet NGB guidelines 	<ul style="list-style-type: none"> • Sport-Specific Information Sheet

2e	The club uses coaches qualified to NGB-specified standards for sessions involving young people	<ul style="list-style-type: none"> List of active Coaches with details of their qualifications and copies of relevant certificates 	<ul style="list-style-type: none"> Sport-Specific Information Sheet
2f	The coaches and volunteers responsible for the junior programme have role descriptions with clear tasks and responsibilities assigned	<ul style="list-style-type: none"> Copies of role descriptions A copy of committee minutes adopting the role descriptions Examples of role descriptions signed and dated by coaches / volunteers to say they have received a copy and agree to abide by it 	<ul style="list-style-type: none"> Clubmark Resource File
2g	The coaches responsible for the junior programme hold appropriate professional indemnity and / or public liability insurance	<ul style="list-style-type: none"> Explanation of how coaches are covered (i.e. through their coaching qualification, through a separate policy etc.) Copies of proof of insurance 	<ul style="list-style-type: none"> Sport-Specific Information Sheet sports coach UK membership
2h	The club uses safe venues and equipment for all coaching and competition sessions	<ul style="list-style-type: none"> Copy of club Risk Assessment for each different venue Copy of Risk Assessment carried out by each venue if not owned by club Copy of Risk Assessment produced by NGB 	<ul style="list-style-type: none"> Clubmark Resource File

3. Sports Equity and Ethics

CRITERIA		EXAMPLES OF EVIDENCE	RESOURCE
3a	The club has adopted an equal opportunities / sports equity policy	<ul style="list-style-type: none"> • Copy of policy • Copy of committee minutes adopting the policy • Policy signed and dated by club Chairperson and other relevant committee members • Details of how this is communicated to club personnel • Other evidence of implementation, i.e. other documents which refer to the policy 	<ul style="list-style-type: none"> • Clubmark Resource File • NGB equity policy
3b	One member of the club has attended a Running Sport 'A Club for All' workshop	<ul style="list-style-type: none"> • Copy of attendance certificate 	<ul style="list-style-type: none"> • Herts Sports Partnership workshop programme
3c	One coach has attended a sports coach UK 'Equity in your Coaching' workshop	<ul style="list-style-type: none"> • Copy of attendance certificate 	<ul style="list-style-type: none"> • Herts Sports Partnership workshop programme
3d	The club has an open / non-discriminatory constitution	<ul style="list-style-type: none"> • Copy of constitution • Constitution signed and dated by club Chairperson, Secretary and other relevant committee members • Copy of committee minutes adopting latest version of constitution 	<ul style="list-style-type: none"> • Clubmark Resource File
3e	The club has codes of practice for parents / carers and other supporters	<ul style="list-style-type: none"> • Copy of codes of practice • Details of how this is distributed to parents, where it is displayed within the club etc. 	<ul style="list-style-type: none"> • Clubmark Resource File
3f	The club has a set of rules for children and young people	<ul style="list-style-type: none"> • Copy of rules • Details of how this is distributed to juniors / parents, where it is displayed within the club etc. 	<ul style="list-style-type: none"> • Clubmark Resource File

4. Club Management

CRITERIA		EXAMPLES OF EVIDENCE	RESOURCE
4a	The club has Public Liability Insurance	<ul style="list-style-type: none"> • Copy of certificate or explanation of cover if through NGB affiliation 	
4b	The club is affiliated to an NGB (in a sport recognised by Sport England)	<ul style="list-style-type: none"> • Copy of affiliation letter / affiliation number 	
4c	The club communicates regularly with parents / carers	<ul style="list-style-type: none"> • Examples of communication e.g. letters, newsletters, website 	
4d	The club has a specific membership category and pricing policy for children and young people	<ul style="list-style-type: none"> • Copy of pricing details, i.e. pricing policy / membership forms / constitution etc. 	
4e	The club has contact with at least one local school / youth organisation	<ul style="list-style-type: none"> • Name and contact details of school / youth organisation, and name of key person within each organisation • Information about the nature of the contact • Copies of letters and other literature sent by club • Copies of letters from schools / other organisations detailing involvement with club 	
4f	The club has contact with the Local Authority, County Sports Partnership and National Governing Body	<ul style="list-style-type: none"> • Names and contact details of key person within each organisation • Copies of correspondence • Club directories and other documentation produced by these organisations giving details of the club 	<ul style="list-style-type: none"> • Clubmark Resource File

4g	The club shows commitment to further development and outreach work	<ul style="list-style-type: none">• Copy of Development Plan, including detailed information on planned actions	<ul style="list-style-type: none">• Clubmark Resource File
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