



Name of GB/LA

Clubmark NI Online Scheme

OPERATING PROTOCOLS

1.0 Operating Criteria

1.1 Registration for all clubs.

All clubs registering to work towards Clubmark NI accreditation through the **Belfast City Council** Scheme must register their interest on the Clubmark NI website (www.sportni.net/clubs-coaching/clubmark-ni/).

On registering **Belfast City Council** recommends that the club select that they wish to have an introductory meeting. However if the club feels that it does not need an introductory meeting and is already at a state of readiness then they may proceed to the online system and commence.

When a club logs onto the Clubmark NI online system they will be provided with 3 options for the accreditation route that they wish to pursue. These are as follows;

1. **Junior Only Club**
2. **Junior and Senior Club**
3. **Senior Only Club**

Definition of Categories

1. The Junior club option is for clubs that only have members under the age of 18.
2. The Junior and Senior Club is for clubs that have both U-18 members/teams and over 18 members/teams and/or junior and senior sections.
3. Senior Only option is for clubs that only have adult teams or all teams are over 18 years of age. **Please note that where a club sees themselves as falling into the Senior only club criteria but they have some U-18 players who play on a senior team or vulnerable adults who play on a senior only team, then are required to have a relevant safeguarding policy and therefore apply for the Junior and Senior Club award.**

1.2 Minimum criteria are clear and unambiguous on online system.

The criteria for accreditation within the **Belfast City Council** Clubmark NI scheme will fully reflect and include the Clubmark NI Core Criteria and Minimum Operating Standards, as outlined by Sport Northern Ireland. It must also comply consistently with the sequence and numbering to reflect the online system.

This criteria is listed online within the Clubmark NI portal, to assist clubs to monitor their progress towards accreditation.

1.3 The process and procedures for assessing clubs is documented and made clear to applicants.

The process and procedures for assessment will be explained by the Scheme Manager. During the Introductory Meeting the Governing Body's appointed Support Officer will also explain the assessment process. The assessment process shall be consistent and robust, with the same procedures applying to all clubs.

The Club Assessor assessing the evidence uploaded to the online system will not have supported the club they are assessing in any way through the accreditation process and, as stated previously, all applications will be subject to internal moderation by the **Belfast City Council** Clubmark NI Assessment Panel on a quarterly basis. Clubs will only be informed of assessment decisions after internal moderation, at which point (subject to successfully evidencing each criteria within the online submission) a Club Visit will be arranged.

An annual internal Sport NI verification will take place on a sample of clubs across all Clubmark NI schemes and clubs will be made aware of this at the introductory meeting stage, and again when a decision on accreditation is provided to the club. The **Belfast City Council** Clubmark NI scheme will fully support the Sport NI verification sampling process and will make all required club details and information available to aid this process.

Club Submission of Documentation Online

- Online submission should be within a reasonable timeframe as agreed with the club.
- The online submission will generate an e-mail acknowledging receipt of the documentation submitted.
- A further email will be generated upon approval that the documentation meets the requirements.

Online Submission Assessment

- Initial assessment of the online submission will be carried out by the appointed Club Assessor prior to a meeting of the Assessment Panel.
- The initial assessment will be internally moderated at an Assessment Panel moderation meeting where the 1st stage assessment will either be ratified or amended. At this stage the recommendation for a Club Visit to take place will be made or in the case of a club not passing first stage assessment, the panel will form an action plan to assist the club to address deficiencies in their application.
- The club are then informed of the decision. If successful, a Club Visit shall be arranged by the Club Support Officer and the applicant club. If unsuccessful, the club will be issued with an action plan and supported to address the deficiencies in their application by their appointed Support Officer.

Club Visit Assessment

- A Club Visit will be arranged by the assessor at a time suitable for the club. The visit will take place during a normal club session. The assessor will also require time to speak to a selection of people involved with the club such as parent/s, coach/es, participants, administrators etc.

- The Club Visit will be carried out by an Assessor who has received Clubmark NI Assessor Training. The club will be informed of who the Assessor will be a minimum of 1 week prior to the visit. If for any reason the assessor has to be changed, between the club being informed and the visit taking place, the club will be informed prior to the assessor arriving to carryout the Club Visit.
- The Assessor will follow a standard Club Visit process (*Appendix IV*), through which the assessor will benchmark the club against the scheme criteria and see the practical evidence to support the policies, processes and evidence complied within the online submission.

Internal Moderation

- **Belfast City Council** will internally moderate applications following the 1st stage assessment of the online submission. This internal moderation will be carried out by an assessment panel on a quarterly basis.
- **Belfast City Council** will carry out at least one additional Club Visit over the three year period of accreditation. This will be in addition to the Club Visit carried out as part of the initial assessment process for accreditation. The additional Club Visit will be informal in structure and act as a development tool to assist the club to develop further, while still ensuring the club is maintaining good standards of policy and practice. Arrangements for the additional visit will be made using the same processes as used for the initial assessment visit.
- **Belfast City Council** will support the verification process by making all necessary information available to Sport Northern Ireland. Clubs Verification Club Visits will receive a minimum of two weeks' notice from Sport Northern Ireland and consideration of suitable arrangements to the club will be taken during the arrangement process.
- **Belfast City Council** through their Clubmark NI scheme, will take the required action (if applicable) upon receiving verification reports from Sport Northern Ireland.

Arbitration and Appeals Process

- Any club who are not satisfied with an assessment decision made by the Governing Body may exercise the scheme's Arbitration and Appeals Process.
- All appeals should be submitted in writing to the **Belfast City Council** Clubmark NI Assessment Panel within one month of the club receiving the relevant decision.
- The GB Clubmark NI Assessment Panel will then consider the appeal and liaise with the club to attempt to resolve the issue identified by the club.
- In cases where the internal Arbitration and Appeals Process does not resolve the issue, the appeal will be considered by an Appeals Panel independent of **Belfast City Council** Clubmark NI scheme. The independent appeals panel will be coordinated by Sport Northern Ireland who will ensure that no member of the Appeals Panel has a conflict of interest with the club in question. A representative of the Governing Body Clubmark NI Assessment Panel will attend the Independent Appeals Panel to outline the issue/s in question. This representative will not be involved in the decision taken by the Independent

- Appeals Panel. The decisions taken by the Independent Appeals Panel will be by majority vote.
- **Belfast City Council**, on behalf of the Independent Appeals Panel, will inform the club in writing of the outcome of the appeal within five working days of the Panel meeting.
 - The decision of the Independent Appeals Panel is final.

Assessor and Support Officer Training

- All **Belfast City Council** Clubmark NI Assessors and Support Officers will attend the standard Clubmark NI Assessor/Support Officer Training Workshop.
- All **Belfast City Council** Clubmark NI Assessors/Support Officers will apply the principles outlined within the Clubmark NI Assessor/Support Officer Training Workshop when supporting and assessing clubs.
- All assessments made by **Belfast City Council** Clubmark NI Assessors will be subject to the moderation processes as outlined above.

1.4 Length of time for assessment (submission to outcome)

Clubs applying for accreditation will be informed of the outcome of their application within two months of submission dates. This includes:

- Assessment of the Online Submission
- Internal Moderation of Online Submission
- Club Visit Assessment
- Confirmation of Accreditation or Action Plan to Achieve Accreditation

1.5 Duration of Clubmark NI Accreditation

Accreditation Period

Belfast City Council Clubmark NI accreditation shall be awarded to clubs for a period of three years from the date of accreditation, subject to the club maintaining the Clubmark NI standard.

Annual Health Check Process

All clubs accredited by the **Belfast City Council** scheme will be required to complete an annual health check using the **Belfast City Council** Clubmark NI online system. Although this is primarily a self-assessment process, an Clubmark NI Assessor will approve the health check using the information available through the online system. The Assessor will then mark the health check as approved on the system. Clubs will receive notification one month before the due date of health check. This will be automatically generated by the Clubmark NI Online System. Health checks will be carried out on an annual basis. Health checks will also require the Scheme Manager to sign off that the club continue to maintain standards compliant with the Clubmark NI criteria, a progress report of the clubs development plan and an updated version of the club's annual development plan.

1.6 Policy and process for withdrawal of Clubmark NI accreditation

The policy and process for the withdrawal of Clubmark NI accreditation outlined in will be applied to Clubs accredited through the **Belfast City Council** Clubmark NI scheme in circumstances when the Clubmark NI standards are not met and action is required to protect the integrity of the scheme and the overall programme. Full information on this is outlined in Appendix V.

2.0 Support to Clubs

2.1 Support provided to clubs upon registration for Clubmark NI

The **Belfast City Council** Clubmark NI scheme will provide the following support to all clubs registering on the scheme -

Resources

- Clubs will receive advice and guidance from **Belfast City Council** on completing the online submission within 10 working days of registering their interest.

Staff Support

- A Support Officer will be appointed to support each club through the accreditation process.
- The Support Officer will facilitate an initial introductory meeting with the club/s to inform them of the accreditation process and to identify the action/s that a club needs to take in order to achieve accreditation. This opportunity will also be used to aid the club's general development.
- On-going telephone and e-mail support from Support Officer will be available as well as meetings upon request where appropriate.
- The Support Officer for **Belfast City Council** will be:

Name – Ryan Haire (BCC)

Education and Development Programme

- Clubs will be given the opportunity to attend the following workshops through sign posting to local authority:
 - Safeguarding Children & Young People in Sport
 - Child Protection Designated Officer
 - First Aid

Sport Northern Ireland Club Support

Sport Northern Ireland have developed a series of generic resources and templates that can be found on the Clubmark NI website www.sportni.net/clubs-coaching/clubmark-ni or via the online submission website for all clubs to download and amend.

2.2 Licensed organisation nominated officer to promote, support and develop Clubmark NI accreditation for Name of GB/LA. Staff/volunteers are trained and able to support clubs.

The Scheme Manager for the Name of GB/LA Clubmark NI scheme is: **Mr Ryan Haire**

Belfast City Council clubs will be supported by the following Assessors:

**Claire Moraghan
Paddy McGrattan**

**City and Neighbourhood Services Department
Belfast City Council
The Cecil Ward Building, 4-10 Linenhall Street,
BELFAST, BT2 8BP**

**hairer@belfastcity.gov.uk
Tel: 028 9032 0202 ext 3554
Fax: 028 9027 0688**

NB The Scheme Manager and the Support Officer may be the same person however this person must be different from the Assessor so as to ensure there is no conflict of interest during the application process.

2.3 Mandatory workshops needed to achieve Clubmark NI are available to clubs.

Clubs will be sign posted to the following mandatory workshops operated by local authorities or provided by **Belfast City Council** :

- Safeguarding Children and Young People in Sport
- Child Protection Designated Officer
- First Aid

Clubs can also view courses available in other areas by accessing the Sport Northern Ireland Coach Education Workshop webpage: www.sportni.net/clubs-coaching/coaching

3 Benefits and Recognition

3.1 Clubs are recognised on achieving Clubmark NI accreditation.

Clubs achieving Clubmark NI accreditation through the **Belfast City Council** Clubmark NI scheme will receive the following recognition:

- *Presentation of a Clubmark NI framed certificate (supplied by Sport Northern Ireland) at a recognition ceremony during the **Belfast City Council** awards.*
- *Highlighted on the **Belfast City Council** website plus Belfast City Council funding support for each level of achievement*

Belfast City Council will also provide the appropriate information to Sport Northern Ireland to allow the club to be recognised as a quality club on the Clubmark NI webpage. Sport Northern Ireland will include accredited clubs on their database of Northern Ireland Clubmark NI accredited clubs.

3.2 The benefits of achieving Clubmark NI are actively promoted and made clear by the licensed organisation.

Clubs will also receive the following Sport Northern Ireland benefits for accredited clubs:

- One free Sport Northern Ireland Coach Development & Education workshop for a group of up to 20 coaches.
- A large (3m x 1.5m) 'Clubmark NI Accredited Club' 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.
- All accredited clubs will be listed on the Sport Northern Ireland Clubmark NI webpage as a Clubmark NI accredited club.

4 Promotion and Publicity

4.1 Clubmark NI is promoted to all clubs

Belfast City Council will make all clubs affiliated to their governing body within Northern Ireland aware of the Clubmark NI programme and how they can become accredited using the mechanisms outlined below.

- The programme operators will compile a database with contacts details of all **Belfast City Council** clubs in Northern Ireland.
- A **Belfast City Council** Clubmark NI e-mail/electronic communication will be sent to each affiliated club in Northern Ireland with an explanation of how to get involved in the **Belfast City Council** Clubmark NI scheme.
- The **Belfast City Council** Clubmark NI scheme will be promoted and launched.
- The **Belfast City Council** Clubmark NI scheme will be promoted on the **Belfast City Council** website.

Appendices

Appendix I

Clubmark NI Criteria (Junior & Senior Clubs) 2017

SECTION 1: EFFECTIVE CLUB MANAGEMENT

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s & Evidence
1.1	Be a registered Community Amateur Sports Club (CASC) or Charity or provide information on why they are exempt.	<ul style="list-style-type: none"> Charity Commission NI number or confirmation letter/email CASC – HMRC letter/email 	<ul style="list-style-type: none"> Seek information from NGB or HMRC/Charity Commission Club Leaders workshop 	<i>Online Upload</i> Confirmation letter
1.2	Hold adequate public liability insurance for all activities undertaken.	<ul style="list-style-type: none"> Copy of certificate or explanation of cover if through governing body affiliation. Copies of coaches insurance 	<ul style="list-style-type: none"> Seek information from governing body or a reputable insurance provider 	<i>Online Upload</i> PL certificate
1.3	Be affiliated to the appropriate governing body of sport and adhere to their disciplinary and complaints procedures.	<ul style="list-style-type: none"> Copy of affiliation letter/affiliation number. <p>Or</p> <ul style="list-style-type: none"> Correspondence confirming affiliation from governing body or receipt for payment of affiliation fees. 	<ul style="list-style-type: none"> SNI website list of governing bodies Governing body 	<i>Online upload</i> Copy of letter
1.4	Have an open and non-discriminatory constitution or appropriate governing documents.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Clubmark NI Template 1 	<i>Online Upload</i> Club Constitution
1.5	Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section.	<ul style="list-style-type: none"> 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, 	<ul style="list-style-type: none"> Clubmark NI Template 7 	<i>Online Upload & Club Visit</i> Club Development

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s & Evidence
		facility, equipment, committee etc.		Plan
1.6	Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.	<ul style="list-style-type: none"> • Copy of signed and dated equity statement/policy. • Details of how this policy has been implemented. 	<ul style="list-style-type: none"> • Clubmark NI Template 2 • Governing body Equity policy 	<i>Online Upload & Club Visit</i> Equity Policy
1.7	Have a specific membership fee and pricing policy specific for children and young people offering reduced rates.	<ul style="list-style-type: none"> • Copy of club's pricing details e.g. pricing policy/membership forms/ membership packages or categories. 		<i>Online Upload & Club Visit</i> Pricing Policy

SECTION 2: COMMUNITY ENGAGEMENT

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
2.1	<p>Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability 'groups':</p> <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 <p>Include at least two points relating to the inclusion of people with disabilities within the club's development plan.</p>	<p>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.</p> <p>AND</p> <p>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.</p> <p>OR</p> <p>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.</p>	<ul style="list-style-type: none"> • Clubmark NI Template 3 & 7 • DSNI 'Disability Inclusion Training' Course 	<i>Online Upload & Club Visit</i> Certificate or correspondence
2.2	Provide evidence that they have considered their responsibility under the	Club facility access audit and action plan.	<ul style="list-style-type: none"> • Clubmark NI Template 3 	<i>Online Upload &</i>

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
	Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities			<i>Club Visit</i> 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.	<ul style="list-style-type: none"> • 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. 		<i>Club Visit</i>
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.	<ul style="list-style-type: none"> • 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 Template 6 	<i>Online upload</i> Correspondence
2.5	Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Clubmark NI Template 6 	<i>Online upload & Club visit</i> Correspondence
2.6	Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	<ul style="list-style-type: none"> • Copy of the club volunteering policy. • Details of how the club have implemented this policy. 	<ul style="list-style-type: none"> • Clubmark NI Template 8 • Volunteer Now website • "Volunteer Champions" workshop 	<i>Online Upload & Club Visit</i> Volunteering Policy
2.7	Ensure that all new staff and volunteers under go an induction process that includes the clubs structure and	<ul style="list-style-type: none"> • Documentation which demonstrates the clubs induction process for new coaches and volunteers. 	<ul style="list-style-type: none"> • CPSU/NSPCC website • Volunteer Now 	<i>Online Upload & Club Visit</i>

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
	procedures.		website • 'Volunteer Champions' workshop	Induction Pack

SECTION 3: QUALITY COACHING & COMPETITION

Criteria		Supporting Evidence	Support Available	Assessment Method/s
<i>The club must:</i>				
3.1	Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines within the junior club and support coaches to engage in continuous learning.	<ul style="list-style-type: none"> • Details of junior coach/es qualification/s. • Copy of coach/es qualification/s certificates. • Examples of continuous learning that club coaches have engaged in re resources accessed, workshops attended, mentoring etc. 	<ul style="list-style-type: none"> • Governing body Coach Education Courses/ Qualifications • SNI Coach Education workshops 	<i>Online Upload & Club Visit</i> Certificates
3.2	Have role descriptions for coaches and volunteers outlining roles and responsibilities.	<ul style="list-style-type: none"> • Copy of role descriptions for various club roles, signed and dated by each coach or volunteer. 	<ul style="list-style-type: none"> • Clubmark NI Templates 9 & 10 	<i>Online Upload & Club Visit</i> Role descriptions
3.3	Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.	<ul style="list-style-type: none"> • Copy of professional indemnity insurance for each coach for all activities undertaken. • 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 	<i>Online Upload & Club Visit</i> Coaches certificates
3.4	Provide a structured coaching programme for children and young people, as determined by the governing body, with progressive and inclusive sessions	<ul style="list-style-type: none"> • 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) 	<i>Online Upload & Club Visit</i> Coaching Plan
3.5	Ensure that coach : participant ratios reflect the governing body guidelines.	<ul style="list-style-type: none"> • Documentation detailing the clubs coach : participant ratio's within the junior club/section. 	<ul style="list-style-type: none"> • Governing body guidelines 	<i>Online Upload & Club Visit</i> Club Guidelines
3.6	Provide suitable intra and/or inter club competition, in accordance with	<ul style="list-style-type: none"> • Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements of 	<ul style="list-style-type: none"> • Governing body guidelines (if available) 	<i>Online Upload & Club Visit</i>

	governing body guidelines.	their junior section/club.		Competition Prog
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SECTION 4: CREATING A SAFE ENVIRONMENT

Criteria		Supporting Evidence	Support Available	Assessment Method/s
<i>The club must:</i>				
4.1	Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.	<ul style="list-style-type: none"> • Copy of risk assessments for all club venues. • Details on how club facilities and equipment meet governing body guidelines (if applicable). 	<ul style="list-style-type: none"> • Clubmark NI Template 18 • Governing body guidelines (if available) 	<i>Online Upload & Club Visit</i> Risk Assessments
4.2	Provide access to qualified ₁ First Aid at all coaching and competition sessions.	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • St Johns Ambulance • British Red Cross • Other reputable First Aid training providers 	<i>Online Upload & Club Visit</i> Certificates
4.3	Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.	<ul style="list-style-type: none"> • Copy of clubs procedures and pro-forma for managing and recording accidents and incidents. 	<ul style="list-style-type: none"> • Clubmark NI Templates 18,19, 20 & 21 	<i>Online Upload & Club Visit</i> Procedures & Proforma
4.4	Hold an attendance register at all coaching and competition sessions.	<ul style="list-style-type: none"> • 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 Template 22 	<i>Online Upload & Club Visit</i> Register
4.5	Hold contact details of parents/guardians and emergency contacts as part of club registration.	<ul style="list-style-type: none"> • Detail how the club holds the contact details of parents/guardians and emergency contacts. • 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 Template 23 	<i>Online Upload & Club Visit</i> Register
4.6	Hold information on any medical conditions of children and young people as part of club registration, and communicate the details on a need to know basis.	<ul style="list-style-type: none"> • Detail how the club holds the contact details on any medical conditions of children & young people on a need to know basis. • Copy of medical information form or membership form which records medical information. 	<ul style="list-style-type: none"> • Clubmark NI Template 23 	<i>Online Upload & Club Visit</i> Register & Information form
4.7	Have parental/guardian's written consent for their young person to participate in the activity.	<ul style="list-style-type: none"> • Copy of consent form or membership form which requests written consent. 	<ul style="list-style-type: none"> • Clubmark NI Template 4 	<i>Online Upload</i> Consent

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SECTION 5: SAFEGUARDING MEMBERS

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
5.1	Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements.	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Governing body Safeguarding policy • CPSU website • Clubmark NI Templates 12 & 13 	<i>Online Upload & Club Visit</i> Policy & Minutes
5.2	Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding Children & Young People in Sport - Awareness Training within six months of taking up their role (or training deemed as equivalent by Sport Northern Ireland).	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • SNI Safeguarding Children & Young People Sport in Sport Awareness Training workshop 	<i>Online Upload & Club Visit</i> Procedures & certificates
5.3	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;	<ul style="list-style-type: none"> • 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"> • SNI Designated Safeguarding Children's Officer Training workshop 	<i>Online Upload & Club Visit</i> Certificate
5.4	Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role.	<ul style="list-style-type: none"> • Details of how this is communicated to members and parents/guardians. • Copies of correspondence or other communication materials which demonstrate this. 		<i>Online Upload & Club Visit</i> Correspondence
5.5	Ensure that all coaches and volunteers in	<ul style="list-style-type: none"> • Copy of recruitment, induction of training 	<ul style="list-style-type: none"> • Governing body 	<i>Online Upload &</i>

	contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system).	<p>procedures which document how all coaching and volunteers working with children and young people are subject to Enhanced Disclosures via Access NI.</p> <ul style="list-style-type: none"> Documentation from clubs Access NI administration body (e.g. governing body) which demonstrate that the club are complaint with this criteria. 	<ul style="list-style-type: none"> Access NI website CPSU website 	<i>Club Visit</i> Procedures & Document
5.6	Have adopted a Code of Conduct for coaches and volunteers.	<ul style="list-style-type: none"> Copy of codes of conduct. Details of how this is communicated to coaches and volunteers. Copy of committee minutes adopting this Code of Conduct. 	<ul style="list-style-type: none"> Clubmark NI Template 15 	<i>Online Upload & Club Visit</i> Code of conduct & minutes
5.7	Have adopted a Code of Conduct for children & young people.	<ul style="list-style-type: none"> Copy of codes of conduct/rules. Details of how this is communicated to children & young people and parents/guardians. Copy of committee minutes adopting this Code of Conduct. 	<ul style="list-style-type: none"> Clubmark NI Template 16 	<i>Online Upload & Club Visit</i> Code of conduct & minutes
5.8	Have adopted a Code of Expectations for parents/guardians.	<ul style="list-style-type: none"> Copy of codes of expectations. Details of how this is communicated to parents/guardians. Copy of committee minutes adopting this Code of Expectations. 	<ul style="list-style-type: none"> Clubmark NI Template 17 	<i>Online Upload & Club Visit</i> Code of conduct & minutes

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.

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.

Appendix II

Clubmark NI Criteria (Senior Clubs) 2017

SECTION 1: EFFECTIVE CLUB MANAGEMENT

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
1.1	Be a registered Community Amateur Sports Club (CASC) or Charity or provide information on why they are exempt.	<ul style="list-style-type: none"> Charity Commission NI number or confirmation letter/email CASC – HMRC letter/email 	<ul style="list-style-type: none"> Seek information from NGB or HMRC/Charity Commission Club Leaders workshop 	<i>Online Upload</i> Confirmation letter
1.2	Hold adequate public liability insurance for all activities undertaken.	<ul style="list-style-type: none"> Copy of certificate or explanation of cover if through governing body affiliation. Copies of coaches insurance 	<ul style="list-style-type: none"> Seek information from governing body or a reputable insurance provider 	<i>Online Upload</i> PL certificate
1.3	Be affiliated to the appropriate governing body of sport and adhere to their disciplinary and complaints procedures.	<ul style="list-style-type: none"> Copy of affiliation letter/affiliation number. <p>Or</p> <ul style="list-style-type: none"> Correspondence confirming affiliation from governing body or receipt for payment of affiliation fees. 	<ul style="list-style-type: none"> SNI website list of governing bodies Governing body 	<i>Online upload</i> Copy of letter
1.4	Have an open and non-discriminatory constitution or appropriate governing documents.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Clubmark NI Template 1 	<i>Online Upload</i> Club Constitution
1.5	Demonstrate a commitment to ongoing development within a suitable Annual Club Development Plan in place.	<ul style="list-style-type: none"> 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 Template 7 	<i>Online Upload & Club Visit</i> Club Development Plan

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
1.6	Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.	<ul style="list-style-type: none"> • Copy of signed and dated equity statement/policy. • Details of how this policy has been implemented. 	<ul style="list-style-type: none"> • Clubmark NI Template 2 • Governing body Equity policy 	<i>Online Upload & Club Visit</i> Equity Policy

SECTION 2: COMMUNITY ENGAGEMENT

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
2.1	<p>Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability 'groups':</p> <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 <p>Include at least two points relating to the inclusion of people with disabilities within the club's development plan.</p>	<p>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.</p> <p>AND</p> <p>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.</p> <p>OR</p> <p>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.</p>	<ul style="list-style-type: none"> • Clubmark NI Template 3 • DSNI 'Disability Inclusion Training' Course 	<p><i>Online Upload & Club Visit</i></p> <p>Certificate or correspondence</p>
2.2	<p>Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities.</p>	<ul style="list-style-type: none"> • Club facility access audit and action plan. 	<ul style="list-style-type: none"> • Clubmark NI Template 3 	<p><i>Online Upload & Club Visit</i></p> <p>Audit & Action plan</p>
2.3	<p>The club actively engages with members and has an agreed approach regarding engagement to retain existing members and attract new members.</p>	<ul style="list-style-type: none"> • 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. 		<p><i>Club Visit</i></p>
2.4	<p>Commit to having contact with at least one local school that encourages pupils to</p>	<ul style="list-style-type: none"> • 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 Template 6 	<p><i>Online upload</i></p>

	Criteria <i>The club must:</i>	Supporting Evidence	Support Available	Assessment Method/s
	participate in club activities and communicate effectively with this school about the club's activities within one year of becoming accredited.			Correspondence
2.5	Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Clubmark NI Template 6 	<i>Online upload & Club visit</i> Correspondence
2.6	Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	<ul style="list-style-type: none"> Copy of the club volunteering policy. Details of how the club have implemented this policy. 	<ul style="list-style-type: none"> Clubmark NI Template 8 Volunteer Now website 'Volunteer Champions' workshop 	<i>Online Upload & Club Visit</i> Volunteering Policy
2.7	Ensure that all new staff and volunteers under go an induction process that includes the clubs structure and procedures.	<ul style="list-style-type: none"> 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 	<i>Online Upload & Club Visit</i> Induction Pack

SECTION 3: QUALITY COACHING & COMPETITION

Criteria		Supporting Evidence	Support Available	Assessment Method/s
<i>The club must:</i>				
3.1	Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines throughout the club.	<ul style="list-style-type: none"> • Details of coach/es qualification/s. • Copy of coach/es qualification/s certificates. 	<ul style="list-style-type: none"> • Governing body Coach Education Courses/ Qualifications • SNI Coach Education workshops 	<i>Online Upload & Club Visit</i> Certificates
3.2	Have role descriptions for coaches and volunteers outlining roles and responsibilities.	<ul style="list-style-type: none"> • Copy of role descriptions for various club roles, signed and dated by each coach or volunteer. 	<ul style="list-style-type: none"> • Clubmark NI Templates 9 & 10 	<i>Online Upload & Club Visit</i> Role descriptions
3.3	Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.	<ul style="list-style-type: none"> • Copy of professional indemnity insurance for each coach for all activities undertaken. • 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 	<i>Online Upload & Club Visit</i> Coaches certificates
3.4	Provide a structured coaching programme for all people, as determined by the governing body, with progressive and inclusive sessions.	<ul style="list-style-type: none"> • Documentation detailing the clubs coaching programme for all participants. 	<ul style="list-style-type: none"> • Governing body guidance for coaching programmes for children and young people (if available) 	<i>Online Upload & Club Visit</i> Coaching Plan
3.5	Ensure that coach : participant ratios reflect the governing body guidelines.	<ul style="list-style-type: none"> • Documentation detailing the clubs coach : participant ratio's within the junior club/section. 	<ul style="list-style-type: none"> • Governing body guidelines 	<i>Online Upload & Club Visit</i> Club Guidelines
3.6	Provide suitable intra and/or inter	<ul style="list-style-type: none"> • Documentation detailing the intra and/or inter club 	<ul style="list-style-type: none"> • Governing body 	<i>Online Upload</i>

	club competition, in accordance with governing body guidelines.	competitive opportunities that the club make available to members of the various elements within the club.	guidelines (if available)	<i>& Club Visit</i> Competition Prog
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SECTION 4: CREATING A SAFE ENVIRONMENT

Criteria		Supporting Evidence	Support Available	Assessment Method/s
The club must:				
4.1	Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.	<ul style="list-style-type: none"> • Copy of risk assessments for all club venues. • Details on how club facilities and equipment meet governing body guidelines (if applicable). 	<ul style="list-style-type: none"> • Clubmark NI Template 18 • Governing body guidelines (if available) 	<i>Online Upload & Club Visit</i> Risk Assessments
4.2	Provide access to qualified ¹ First Aid at all coaching and competition sessions.	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • St Johns Ambulance • British Red Cross • Other reputable First Aid training providers 	<i>Online Upload & Club Visit</i> Certificates
4.3	Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.	<ul style="list-style-type: none"> • Copy of clubs procedures and pro-forma for managing and recording accidents and incidents. 	<ul style="list-style-type: none"> • Clubmark NI Templates 18, 19, 20 & 21 	<i>Online Upload & Club Visit</i> Procedures & Proforma
4.4	Hold an attendance register at all coaching and competition sessions.	<ul style="list-style-type: none"> • 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 Template 22 	<i>Online Upload & Club Visit</i> Register
4.8	Have adopted a Code of Conduct all participants	<ul style="list-style-type: none"> • Copy of codes of conduct/rules. • Details of how this is all participants. • Copy of committee minutes adopting this Code of Conduct. 	<ul style="list-style-type: none"> • Clubmark NI Template 15 	<i>Online Upload & Club Visit</i> Code of Conduct

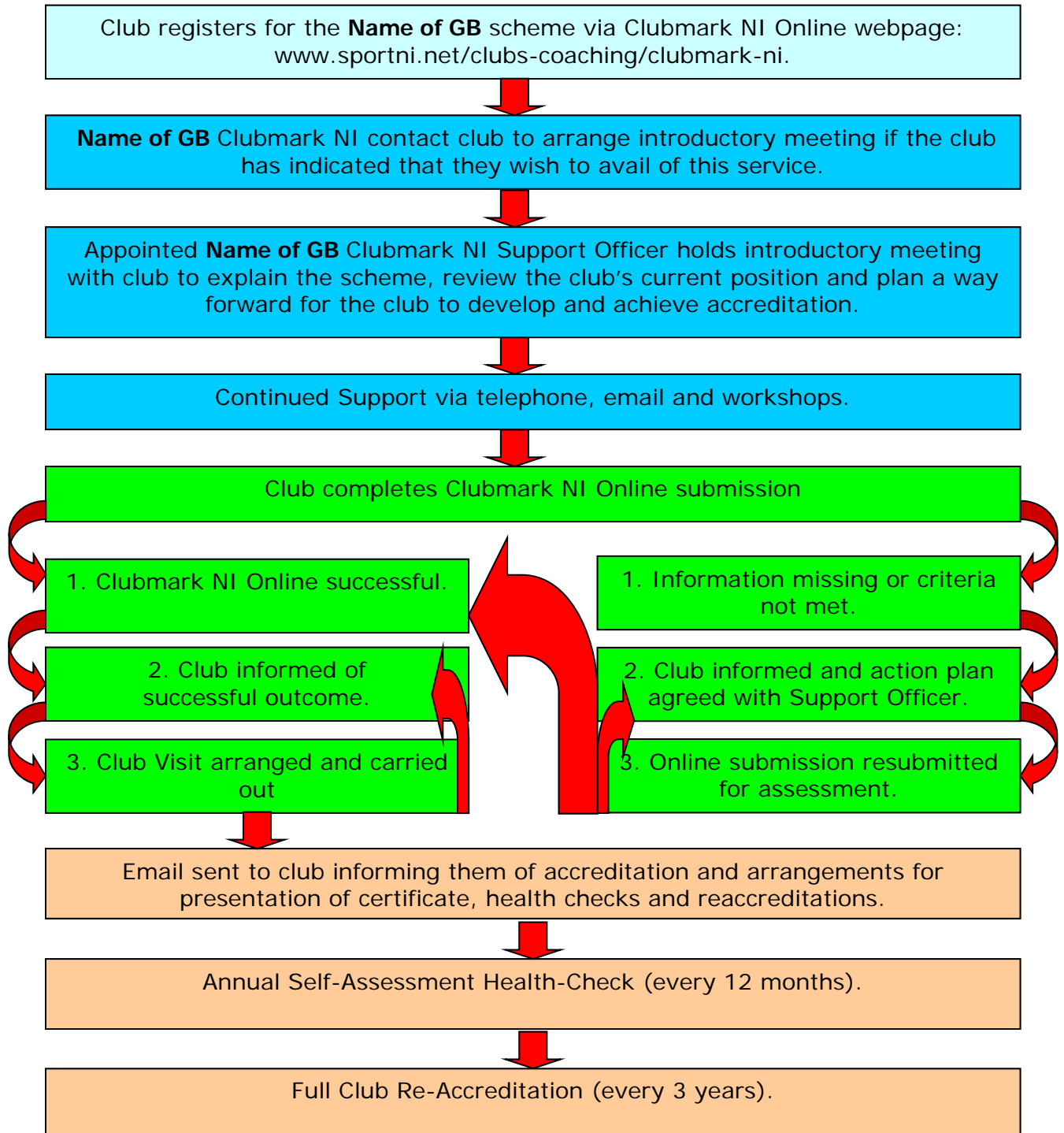
¹ First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; unconscious casualty.



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.

Appendix III

Club Support & Assessment Process



 = Support Phase =  Assessment Phase

Appendix III

Club Visit Assessment Process

All **Name of GB/LA** Clubmark NI Club Visit Assessments will include the following, as a minimum:

- Interview with Club Youth Coordinator
- Interview with Coach/es
- Interview with Parent/s
- Interview with Junior Section Participant/s
- Observation of Junior Coaching Session
- Observation of General Club Operation
- Review of Selected Criteria Evidence, as appropriate

All Club Visit Assessments will be carried out on an informal, constructive, helpful and developmental basis while retaining a robust level of assessment ensuring that applicant clubs are in compliance with all Clubmark NI criteria prior to accreditation and that this has been clearly evidenced. Clubs who are unable to evidence and demonstrate their compliance with the criteria will be presented with an action plan and will be supported by their appointed Support Officer to develop their club to the point at which they can evidence and demonstrate compliance with all Clubmark NI criteria. All clubs will be provided with constructive and developmental feedback (both successful and unsuccessful clubs), which will stretch beyond the criteria of the scheme and include general guidance on their clubs development.

The findings, feedback and outcome of the Club Assessment Visit will be recorded on the brief proforma overleaf before being added to the Clubmark NI electronic management system.

