

Required for Accreditation

	Requirements	Examples of Documentation
1.1	Be a registered CASC or Charity or provide information on why they are exempt.	<ul style="list-style-type: none"> • Minutes of club committee where this has been discussed • Copy of club development plan where this is referenced • Copies of correspondence with HMRC/Charity Commission or other relevant body
1.2	Hold adequate public liability insurance for all activities	<ul style="list-style-type: none"> • Copy of certificate or explanation of cover if through governing body affiliation • Copies of coaches insurance
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 Or • Correspondence confirming affiliation from governing body or receipt for payment of affiliation fees.
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.
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.	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.
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.
1.7	For clubs with Junior members, have a specific membership fee and pricing policy specific for children and young people offering reduced rates.	Copy of club's pricing details e.g. pricing policy/membership forms/ membership packages or categories.

2.1	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 Include at least two points relating to the inclusion	<ul style="list-style-type: none"> • 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.
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	of people with disabilities within the club's development plan.	
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.
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.
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.	
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.
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.
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.

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.
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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.
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.
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.
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.
3.6	Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.	<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 their junior section/club.

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).
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.
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.
4.4	Hold an attendance register at all coaching and competition sessions.	<ul style="list-style-type: none"> • Copy of the register taken at all coach and competition sessions (this may be a blank version).
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.
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.

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.
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.
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.
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).
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.
5.5	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).	<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 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 complaint with this criteria.
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.
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.

		<ul style="list-style-type: none">• Copy of committee minutes adopting this Code of Conduct.
5.8	Have adopted a Code of Expectations for parents/guardians.	<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.