

Club Mark On-Site Checklist



Club: _____

	Criteria	Sufficient Evidence online	Evidence required on site	Notes
1.1	Be a registered CASC or Charity or provide information on why they are exempt.			
1.2	Hold adequate public liability insurance for all activities			
1.3	Be affiliated to the appropriate governing body of sport and adhere to their disciplinary and complaints procedures.			
1.4	Have an open and non-discriminatory constitution or appropriate governing documents.			
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.			
1.6	Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.			
1.7	For clubs with Junior members, have a specific membership fee and pricing policy specific for children and young people offering reduced rates. (Displayed on club notice board)			
2.1	Have explored how people with disabilities could be included in your sport.			
2.2	Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities. (Disability access present)			
2.3	The club actively engages with members and has an agreed approach regarding engagement to retain existing members and attract new members.			
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).			
2.6	Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.			
2.7	Ensure that all new staff and volunteers undergo an induction process that includes the club's structure and procedures.			
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.			
3.2	Have role descriptions for coaches and volunteers outlining roles and responsibilities.			

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3.3	Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.			
3.4	Provide a structured coaching programme for children and young people, as determined by the governing body, with progressive and inclusive sessions.			
3.5	Ensure that coach : participant ratios reflect the governing body guidelines. (Evident if session is observed)			
3.6	Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.			
4.1	Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.			
4.2	Provide access to qualified ¹ First Aid at all coaching and competition sessions.			
4.3	Have adopted clear procedures and have acceptable pro-forma for managing and recording accidents and incidents.			
4.4	Hold an attendance register at all coaching and competition sessions.			
4.5	Hold contact details of parents/guardians and emergency contacts as part of club registration.			
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.			
4.7	Have parental/guardian's written consent for their young person to participate in the activity.			
4.8	Overall – Have a file or equivalent keeping the above details			
5.1	Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements.			
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).			
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;			
5.4	Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role. (Displayed on club notice board)			
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).			
5.6	Have adopted a Code of Conduct for coaches and volunteers.			
5.7	Have adopted a Code of Conduct for children & young people.			
5.8	Have adopted a Code of Expectations for parents/guardians.			

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Outcome

Complete

Not yet complete

Re-visit

2 Weeks	4 Weeks	6 weeks	After lockdown

Signed On Behalf of Club: _____

Signed On Behalf of NWCUC: _____

Date: _____

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Please ensure the below points are addressed for the club visit

Visibly Displayed

Description	Present
Display child safeguarding statement with Designated officer & Children's Officer named	
Display safeguarding risk assessment	
Club Membership – details of prices or how to become a member	
Details of club coaching &/or cricket events	

Club Infrastructure, Player & Youth Cricket Requirements: (Kept on file or electronically)

Description	Present
Signed Club Role Descriptions	
Details of active coaches including dates of Vetting, Safeguarding & first aid	
Copies of Coaching, Access NI, Safeguarding & First Aid certificates	
Player registration list including medical information & written guardian consent where required	
Designated Officer Certificates	

Witnessed Club Activity

Description	Present
Appropriate coach/player ratio	
Session attendance register (youth)	