

# LEISURE AND SPORT



# Club Accreditation



# Dumfries and Galloway

## Sports Club Accreditation Scheme

### Welcome

Sports clubs are an important part of local communities. They provide an opportunity for community members to enjoy a lifetime of involvement in sport at whatever level they aspire to. The Sports Club Accreditation Scheme aims to support clubs to improve the quality of opportunities and play their part in developing and supporting a world class sporting system within Scotland.

The Scheme is administered by Dumfries and Galloway Council's Active Schools and Community Sport team and is an effective way for clubs to demonstrate to parents, schools and the wider community that they have achieved nationally recognised minimum criteria in child protection and other key areas.

Accredited clubs will be in an enhanced position to work in partnership with Active Schools and benefit from a range of support organised locally to meet their needs. They will also be entitled to free child protection training organised by the Active Schools and Community Sport team. Accredited clubs may also apply for local sports council grants.

Many clubs may already have the majority of the requirements in place and the scheme will recognise that. If a club would like to introduce some additional elements to achieve accreditation then your local Active Schools and Community Sport Officer will assist you to do so.



## Club Accreditation Benefits

Accredited clubs will receive the following benefits:

- Eligible to apply for local public funding
- Approved connection to Schools through the Active Schools and Community Sport (ASCS) network
- Local Authority recognition of having appropriate minimum operating standards which may support clubs in accessing external funding streams
- Develop club based placements for volunteers and students
- Raising club profile through a variety of Dumfries and Galloway Council media channels and marketing materials
- Partners within the holiday programmes

## Training Benefits

Course	Place(s) Per Club	Discount
Positive Coaching Scotland	As required	Free
In Safe Hands - CPO Training	1	Free
Safeguarding and Protecting Children - Level 1	2	Free
Safeguarding and Protecting Children - Level 2	2	Free
First Aid	1	50% discount

## sportscotland

These benefits are linked to the themes of the sportscotland Club Sport Framework:

- Well Organised
- Well Connected
- Well Promoted
- Sustainable
- Great People
- Great Places

# Accreditation Process

## A Step by Step Guide

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Step 1	Email: <a href="mailto:clubaccreditation@dumgal.gov.uk">clubaccreditation@dumgal.gov.uk</a> and arrangements will be put in place to for a meeting with your local Active Schools and Community Sport Officer (ASCSCO)
Step 2	<p>Complete all 3 sections of the application form</p> <ol style="list-style-type: none"><li>(1) Club Profile</li><li>(2) Membership and Participation</li><li>(3) Self Assessment Checklist</li></ol> <p>Alternatively if your club has already achieved accreditation through your National Governing Body Scheme you may qualify automatically this scheme.</p> <p>Simply complete sections 1&amp;2 and return with your NGB accreditation certificate.</p>
Step 3	Return this completed form and all supporting evidence to your local ASCSCO
Step 4	Your ASCSCO will assess your clubs application against the criteria for accreditation.
Step 5	<p>The ASCSCO will provide further support to your club to:</p> <ul style="list-style-type: none"><li>• Either agree an action plan to support your club to gain any outstanding criteria</li><li>• Or issue an accreditation certificate as all the required criteria has been evidenced</li></ul>
Step 6	Stay in regular contact with your ASCSCO and make aware of any changes
Step 7	Every 2 years the evidence will be fully reviewed in order to maintain accreditation as part of a Club Accreditation Health Check

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# 1. Club Profile Form

<b>Name of Club</b>	
<b>Sport</b>	
<b>Venue of Club</b>	
<b>Club Contact Name</b>	
<b>Position in Club</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contacts</b>	
<b>Daytime</b>	
<b>Evening</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Club website</b>	
<b>Training sessions Day/time/venue</b>	

## 2. Membership Details Form

Please indicate your clubs current membership under the following headings:

	Male	Female	Disabled Male	Disabled Female
Juniors (up to 16)				
Adults (16-59)				
Adults (over 60)				

Please indicate the number of coaches regularly delivering at your club

	Paid	Voluntary	Coaching Qualification
Male			
Female			
Youth (under 18)			

Please indicate your clubs membership and session fees

	Annual Membership Fee	Session Fee
Adults		
Juniors		
Concessions		

### 3. Self Assessment Checklist for D&G Club Accreditation Scheme

Please indicate which criteria your club already has in place. Your ASCSO will work with your club to develop any criteria which are not yet achieved.

Criteria For D&G Club Accreditation Scheme	Please tick
1. Affiliation to the National Governing Body	
2. A constitution	
3. Relevant insurance (if not provided by NGB)	
4. A Child Protection Policy reflecting national guidelines and agreed by the club committee which covers: <ul style="list-style-type: none"><li>• A Child Protection Officer who has attended the relevant training</li><li>• Child protection training for coaches</li><li>• Child protection procedure for reporting concerns</li><li>• Codes of conduct for coaches, officials, participants and parents</li><li>• Club disciplinary procedures</li></ul>	
5. Appropriate first aid and other health and safety arrangements	
6. Registration forms for all members including <ul style="list-style-type: none"><li>• Emergency contacts</li><li>• Relevant medical information</li><li>• Data protection/ photography statement</li></ul>	
7. Equity Statement	

## Further support available to clubs

Help for Clubs is an online resource providing information and guidance to help sport clubs develop. You can find key information and guidance by navigating through the content on the website menu.

More information can be found at:

[www.sportscotland.org.uk/clubs/help-for-clubs](http://www.sportscotland.org.uk/clubs/help-for-clubs)

sportscotland's Clubs First Development Tool aims to support clubs of all sizes to establish where they are performing well and where they can develop.

It will help clubs to identify and prioritise improvement areas and provide signposts to helpful information and support.

The self-assessment is divided into six sections aligned to sportscotland's Club Sport framework:

- Organisation
- Sustainability
- Connections
- People
- Promotion
- Facilities

To register your club for the self-assessment visit:

<http://club.sportscot.org.uk/>

**sportscotland**  
the national agency for sport

Putting sport first

