

PLEASE NOTE – Criteria highlighted in red are specific to clubs with a junior section. All clubs which cater for junior (under 18) members must meet all outlined criteria. Adult only clubs do not need to comply to highlighted criteria

1. ACTIVITY/PLAYING PROGRAMMES				
Ref No.	Minimum criteria	Examples of evidence required	Guidance notes	Support available
1.1	The Club provides suitable activity programme(s) for a minimum number of hours/weeks in a year, determined by the NGB which offers opportunities for player progression at all levels	That reflect NGB standards and priorities Training/coaching activities Inter/intra competition Sessions for new people	The Club must provide a varied activity programme as appropriate (especially to new forms of delivery)	Check with relevant NGB/CSP
1.2	The Club ensures all coaches understand their roles and responsibilities	Role outline Codes of conduct for club officials and volunteers	The Club must ensure that coaches understand their role within the club, what is expected of them and the high standards required by them to adhere to	Role outlines Template 1 - Code of conduct for club officials and volunteers
1.3	Activity programmes are organised/led by suitably competent/qualified leaders, coaches or instructors, determined by the NGB	List of coaches/leaders/instructors and their relevant qualification Details of participant:coach ratio	Activities must be delivered by competent/qualified personnel as determined by NGB (taking account of the new forms of delivery)	Check with relevant NGB/CSP

County sports partnership (CSP): Click [here](#) to find the one in your area.
National governing body of sport (NGB): Click [here](#) to find the organisation for your sport.

2. WELFARE				
Ref No.	Minimum criteria	Examples of evidence required	Guidance notes	Support available
2.1	The Club has adopted the NGB or CSP child protection policy and is compliant with it.	<p>Child protection policy – adopted or adapted existing policy</p> <p>Appoint a welfare officer</p> <p>Access to first aid & equipment</p> <p>Procedures for dealing with recruitment and deployment of volunteers and employees</p>	The provision for safeguarding and welfare must comply with statutory and national governing body regulations and guidance	Check with relevant NGB/CSP
2.1a	The Club has necessary provision in place for the safeguarding and welfare of its members (including the NGB child protection policy if any under 18s are members of the Club)	<p>Welfare policies – adopted or adapted existing policy</p> <p>Appoint a welfare officer</p> <p>Procedures for dealing with recruitment and deployment of volunteers and employees</p>	The provision for safeguarding and welfare must comply with statutory and national governing body regulations and guidance	Check with relevant NGB/CSP
2.2	Club members and coaches are appropriately trained in Safeguarding and Child Protection	<p>Copies of attendance certificates (at least two members)</p> <p>List of trained coaches and members</p>	It is a requirement that the welfare officer and at least one coach has attended CPSU accredited training in Safeguarding and Protecting Children	Check with relevant NGB/CSP
2.3	The Club ensures that all activities take place in a safe environment	<p>Health & Safety policies – adopted or adapted existing policy</p> <p>Completed risk assessment forms</p> <p>Accident/incident report form</p> <p>Procedures for dealing with accidents/injuries</p> <p>It is recommended that registers to evidence record keeping (i.e. attendance registers, personal data, relevant medical information, etc.)</p>	Provide examples of the actions taken to ensure members are safe	<p>Template 2 - Guidelines for dealing with an accident/incident</p> <p>Template 3 – Accident /incident report form</p> <p>Template 4 - Attendance register</p> <p>Template 5 - Junior membership form</p> <p>Template 8 - Risk assessment form</p>

3. KNOWING YOUR CLUB AND ITS COMMUNITY				
Ref No.	Minimum criteria	Examples of evidence required	Guidance notes	Support available
3.1	The Club engages with and understands who its current members ¹ are and where they are from	<p>Equal opportunity or equity policy</p> <p>Welcome pack</p> <p>Communications – newsletters, website, social media, etc.</p> <p>Club handbooks</p> <p>Appointed person for new member enquires</p> <p>Retention and reward activities</p> <p>Systems for collecting and acting on member feedback</p> <p>Statistics: number of members</p>	The Club creates a welcoming atmosphere and quality opportunity for members and at all relevant levels of ability to retain its current members	<p>Template 9 - Equity policy statement</p> <p>Template 14 - Introductory letter to parents/carers</p> <p>Template 19 - Chairperson's introduction letter</p> <p>Template 20 - Volunteer Coordinator welcome letter</p> <p>Support from NGB/CSP</p>
3.2	The Club demonstrates an awareness and appreciation of its local community	<p>The Club's demographic</p> <p>Can define the type of person /people it would like to attract</p> <p>Working in partnership with local organisations, volunteer centres, colleges, schools etc.</p>	To increase participation and recruit players, volunteers and officials	<p>Template 10 - Equity action plan</p> <p>Equity action plan good practise</p> <p>Support from NGB/CSP</p>
3.3	The Club proactively encourages new members from the local community	<p>Communications – newsletters, website, advertising, social media, etc.</p> <p>Recruitment activities</p> <p>Is aware and considers NGB priorities – evidence</p> <p>Statistics: number of new members</p>	To support NGB and Sport England's targets to increase participation the club demonstrates actions taken to recruit new players, volunteers and officials	<p>Template 10 - Equity action plan</p> <p>Support from NGB/CSP</p>

¹ The term **members** can also refer to players, participants and volunteers

4. CLUB MANAGEMENT				
Ref No.	Minimum criteria	Examples of evidence required	Guidance notes	Support available
4.1	The Club's activities, premises and officers are insured	Valid insurance certificate	Club activities, premises and officers are appropriately insured	Check with relevant NGB/CSP
4.2	The Club ² is affiliated to its NGB	NGB club affiliation number Date renewal due	The Club is operating under NGB guidelines and is supporting its strategic plan for sport	Check with relevant NGB
4.3	The Club has appropriate governing documents	Club governance documents Constitution (open and non-discriminatory) Articles of Association Rules/Terms of Reference	The Club is operating within a set of appropriate rules and regulations	Template 11 - Constitution
4.4	Officials, volunteers, members and parents understand their roles and responsibilities within the Club and what is expected of them	Role outlines Codes of conduct	The Club sets out the standards and expectations of all, via codes of conduct and identified responsibilities	Template 1 - Code of conduct for club officials and volunteers Template 12 - Code of conduct for parents/carers Template 13 - Code of conduct for junior members Role outlines
4.5	The Club has a specific membership category and pricing policy for children and young people	Pricing policy Membership forms Publicity Concessionary rates	The Club distinguishes between the different classification of membership through a structured and appropriate pricing policy	Check with relevant NGB/CSP
4.6	The Club shows commitment to further development and outreach work	Club development plan Succession planning Recruiting new members/ community work/partnerships	The club proactively ensures future development and sustainability through structured and shared planning	Support from NGB/CSP Template 15 - Club partnership agreement Template 16 - Development plan Template 18 - School-Club links agreement

² The term **Club** can also refer to association, organisation, team or league but check with your NGB