

# EFDS Clubmark Criteria AUDIT & Assessment Form.

## Section 1 – Communication and Engagement



	Criteria	Example of Evidence required	Supporting Resources	Yes	No	Further Action required / notes
1.1	The club has disabled members	Club registration / membership forms	EFDS template 'Club Registration Form' <a href="http://www.efds.co.uk">www.efds.co.uk</a>			
1.2	The club has disabled people on its committee or board of trustees and / or disabled coaches	List of committee members and coaches. All will have completed registration forms.				
1.3	The club can demonstrate it engages with disabled people / disability groups and / or schools	List of who club engages and communicates with	Examples of promotional leaflets on EFDS website.			
1.4	Information can be provided in a range of formats. N.B you do not need to provide information in all formats but must know where to go if asked, and / or must include an accessibility statement.	Club 'welcome' leaflet or other communication (website) showing accessibility statement and / or in a variety of formats. Use of positive images of disabled people in publicity. Consider all impairment groups.	'Guidelines for producing publicity' – LSF document. <a href="http://www.efds.co.uk">www.efds.co.uk</a>			
1.5	The club has completed an EFDS Club Access Check	Completed EFDS Access check.	EFDS 'Physical Access check' and Refer to Sport England guidance note: <a href="http://www.efds.co.uk">www.efds.co.uk</a>			
1.6	The club has a person responsible for volunteers	Evidence on committee minutes	'How to be an activity buddy co-ordinator' resource. <a href="http://www.efds.co.uk">www.efds.co.uk</a>			

## Section 2 – Playing & Activity Programme

	Criteria	Example of Evidence required	Supporting Resources	Yes	No	Further Action required / notes
2.1	The club provides at least 2 hours per week quality coaching for a minimum of 20 weeks per year, or a regular annual equivalent (ie monthly or bi-weekly)	Club programme.				
2.2	The coach responsible for the session is qualified to level 2 in the sport in which they are coaching.	Club coach certificates or CSLA certificate AND / OR Teachers DFES number & completed history form	EFDS teachers history form on Clubmark disc.			
2.3	The coach to performer ratio is considered on an individual basis, according to the person's needs and an appropriate risk assessment.	Statement from the club regarding coaches and assistants	Refer to Clubmark resource pack.			
2.4	The club uses appropriate skills awards and coaching resources from the relevant NGB to support the training programme.	Sample lesson plans. Club programme or newsletter reflects this.	Inclusion tool and activity cards available to download from the Youth Sport Trust. <a href="http://www.inclusion.youthsporttrust.org">www.inclusion.youthsporttrust.org</a>			
2.5	The club has regular matches and fixtures within the club and / or against other clubs and informs members of regional and other local competitions, where appropriate.	Club calendar, showing details of programmes and events and reporting results. Information on social events where applicable	EFDS and Disability Sport Events websites. <a href="http://www.disabilitysport.org.uk">www.disabilitysport.org.uk</a> <a href="http://www.efds.co.uk">www.efds.co.uk</a>			

## Section 2 (continued) Playing & Activity Programme

	Criteria	Example of Evidence required	Supporting Resources	Yes	No	Further Action required / notes
2.6	All coaches and assistants / buddies have relevant role descriptions.	Copies of role descriptions for coaches. Copies of role descriptions for buddies / assistants.	EFDS templates: 'Activity Buddy role description' 'Activity Buddy Charter' taken from Advocacy and Activity Buddy Scheme resource pack. <a href="http://www.efds.co.uk">www.efds.co.uk</a>  Clubmark Template 6 - Coach Code of Conduct Clubmark Template 7 - Assistant Coach Code of Conduct.			
2.7	The coaches hold professional indemnity and / or public liability insurance.	Copy of valid insurance certificate				
2.8	All club sessions including competitions take place at a safe environment. An annual risk assessment is carried out. A quick visual check is completed in advance of every session.	A copy of a full risk assessment not more than a year old.  Example of completed quick check list.	Clubmark template 8 - Risk Assessment Form			

### Section 3. Duty of Care and Safeguarding Children and Vulnerable Adults.



	Criteria	Example of Evidence required	Supporting Resources	Yes	No	Further Action required / notes
3.1	The club has adopted and implemented a 'Child and Vulnerable Adults Protection Policy' and is working towards the procedures set out in the policy.	The club has a copy of the document.  The club's constitution recognizes the Policy.	County Sport Partnership Child Protection Policy. EFDS: ' <i>Child and Vulnerable Adults Protection policy</i> '  Clubmark template 11 - Constitution			
3.2	A trained welfare officer is appointed within the club.  The welfare officer has attended 'Sportscoach uk Safeguarding and Protecting Children' training.	Minutes show the name of the Welfare officer.  A valid SCUK attendance certificate.	EFDS template: ' <i>Welfare Officer role description</i> '  SCUK courses listed on: <a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>			
3.3	All coaches and volunteers with access to young people at the club have been CRB checked by e.g. EFDS / Local Authority / NDSO / CSP	Names to be provided. Do not include any CRB forms.	CSP CRB guidance within Child Protection Policy & procedures			
3.4	At least one coach and one other person at the club has attended the 'Sportscoach UK Safeguarding and Protecting Children' training	Attendance certificate	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>			
3.5	All qualified coaches have adopted a Club Coach Code of Conduct	The code is on display at the club and part of the induction process for new coaches	Clubmark Template 6 – Coach Code of Conduct			

### Section 3. (continued) Duty of Care and Safeguarding and Protecting Children and Vulnerable Adults.

	<b>Criteria</b>	<b>Example of Evidence required</b>	<b>Supporting Resources</b>	<b>Yes</b>	<b>No</b>	<b>Further Action required / notes</b>
3.6	All buddies / helpers / volunteers have adopted a Code of Conduct	The code is on display at the club and part of the induction process for new coaches	EFDS Template: <i>'Activity Buddy Charter'</i> Clubmark template 1 Code of conduct for officials and volunteers.			
3.7	The club has access to first aid equipment at all coaching and competition sessions	First aid equipment available	Clubmark Guidelines on first aid equipment in Clubmark resource pack.			
3.8	The club has emergency procedures for dealing with serious injuries / accidents.	Information on local contacts, hospital, doctors surgery etc is clearly available at the club / centre. Records of accidents and incidents to be kept by the club.	Clubmark Template 2 - Guidelines for dealing with an incident /accident. Clubmark Template 3 - Sample incident/ accident report form.			
3.9	A telephone is available at every club session, for emergency use (it may be a mobile)	Clearly communicated to all club members how to make an emergency call.				
3.10	The club holds contact details of its members, and their parent / emergency contacts where necessary	Copy of blank membership / contact form	EFDS template <i>'Club Registration form'</i>			
3.11	The club holds information on medical conditions where they relate to safety and well-being and informs coaches and others on a confidential 'need to know' basis.	Copy of blank medical form and protocol around sharing information	As above			

## Section 4. Sports Equity and Ethics

	Criteria	Example of Evidence required	Supporting Resources	Yes	No	Further Action required / notes
4.1	The club has an open, non discriminatory constitution	Copy of constitution / club rules attached. Minutes clearly show date of amends and adoption.	Clubmark template 11- Sample constitution			
4.2	The club has a sports equity / equality policy that is communicated to all members	Copy of plan and how communicated: constitution, website, welcome pack, newsletters.	EFDS template: 'Club Equality Policy' Clubmark template 9 – Sample Equity Policy statement			
4.3	The club has an action plan identifying how it will recruit and retain members from its community	Insert plan	Clubmark Template 10 'Equity Action Plan'			
4.4	At least two coaches have attended the sportscoach UK 'Equity in your coaching' course OR completed an Equity Task	Copy of certificates. Or proof of equity task, e.g programme showing coaching for disabled children	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>			
4.5	At least two coaches have attended a Sportscoach UK 'Coaching Disabled Performers' 'Working with Disabled Sports people' course or recognized NGB or EFDS disability inclusion course.	Copy of certificates.	Websites: <a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a> <a href="http://www.efds.co.uk">www.efds.co.uk</a>			
4.6	The club has Codes of Conduct for parents / carers and other supporters	Attach copy	Clubmark template 12 - Sample Code of Conduct for parents / carers			
4.7	The club has a set of rules / code of conduct for children and young people	Attach copy	Clubmark template 13 – Sample Code of Conduct for junior members.			

## Section 5. Club Management

	Criteria	Example of Evidence required	Supporting Resources	Yes	No	Further Action required / notes
5.1	The club is registered with EFDS as a multi-sports disability club They may also be affiliated to their own NDSO	EFDS proof of affiliation AND if applicable Proof from NDSO	EFDS 'Clubmark Registration form' on club disc or via email.			
5.2	The club has public liability insurance	Copy of certificate				
5.3	The club has a positive pricing policy for all members, including young people and disabled people.	Copy of policy / information regarding pricing.				
5.4	The club has a regular newsletter which is sent to members / parents & carers. It may be an email version	Copies or weblinks	See EFDS website for 'example of club newsletter' <a href="http://www.efds.co.uk">www.efds.co.uk</a>			
5.5	The club has a person responsible for co-ordinating juniors members.	Evidence on committee minutes				
5.6	The club has contact with at least one local special school / youth organisation involving disabled people	Name of school or organisation				
5.7	The club has a development plan with clear targets	Attach copy	Clubmark template 16 – sample Development plan			
5.8	The club has regular contact with the local CSP / LA sports development unit / SSP	Partners list	Websites: CSP, Sport England, Local Authority etc			
5.9	The club can demonstrate it values its volunteers through local awards schemes <b>and / or</b> volunteers completing AABS online training.	Press cutting, releases, Advocacy & Activity Buddy Scheme (AABS) certificate.	EFDS info sheet: 'thanking volunteers' Running Sports 'Top Tips' <a href="http://www.runningsports.org">www.runningsports.org</a> AABS training: <a href="http://aabstraining.efds.co.uk">http://aabstraining.efds.co.uk</a>			