

# 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 / self declaration forms.	EFDS template E01 Registration Form			
1.2	The club has disabled people on its committee and / or disabled coach/es	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 flyer & DVD. Somerset cricket. WAMDSAD on EFDS website.			
1.4	Information is provided in a range of formats	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 Access check Refer to Sport England guidance note: <a href="http://www.sportengland.org/disabled.pdf">www.sportengland.org/disabled.pdf</a>			
1.6	The club has a person responsible for volunteers	Evidence on committee minutes				

## 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 30 weeks per year)	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			
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.		EFDS document – 'NGB Disability Courses'  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 against other clubs and informs members of regional and other local competitions	Club calendar, showing details of programmes and events and reporting results. Information on social events where applicable	EFDS / DSE website. <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 template E02 – Buddies role description, EFDS template E03 – Buddies Charter taken from IFI. <a href="http://www.inclusivefitness.org">www.inclusivefitness.org</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 Child and Vulnerable Adult Protection.



	<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>
3.1	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 Child and Vulnerable Adults Protection policy  Clubmark template 10 - 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 no E04 Welfare Officer role description.  SCUK courses listed on: <a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>			
3.3	All coaches and volunteers 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 Child and Vulnerable Adult Protection.

	<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 the EFDS Buddies Code of Conduct	The code is on display at the club and part of the induction process for new coaches	EFDS Template E03 Buddies Code of Conduct / Charter 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 emergencies. 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 E01 – template Registration form			
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 constitution was amended & adopted.	Clubmark template 10 – Sample constitution			
4.2	The club has a sports equity policy that is communicated to all members	Copy of plan and how communicated: constitution, website, welcome pack, newsletters.	Clubmark template 9 – Sample Equity Policy			
4.3	At least one member of the committee has attended a Running Sport 'A Club for All' workshop	Copy of certificate	<a href="http://www.runningsports.org">www.runningsports.org</a>			
4.4	At least two coaches have attended the sportscoach UK 'Equity in your coaching' course	Copy of certificates	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>			
4.5	At least two coaches have attended a sportscoach UK 'Coaching Disabled Performers' course or recognized NGB disability inclusion course.	Copy of certificates	Websites: <a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a> <a href="http://www.efds.co">www.efds.co</a> . EFDS document ' NGB disability courses'			
4.6	The club has Codes of Conduct for parents / carers and other supporters	Attach copy	Clubmark template 11 - 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 12 – Sample Code of Conduct for young people.			

## 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 affiliation number AND Proof from NDSO	EFDS Clubmark Registration form			
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 newsletter. <a href="http://www.efds.co.uk">www.efds.co.uk</a>			
5.5	The club has a junior co-ordinator.	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 15 – 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.	The club makes use of local Volunteer and Coach Award schemes. Press Releases	EFDS document 'thanking volunteers'  Running Sports 'Top Tips' recruiting & rewarding volunteers. <a href="http://www.runningsports.org">www.runningsports.org</a>			

