

ECB Clubmark Criteria as at 1/1/2019

Proactive Leadership & Direction

| Code | Criteria | Evidence (* - Mandatory Upload) |
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| PLD1 | We have a club development plan in place which we review annually to ensure it meets the wants and needs of our club members. The plan highlights our short, medium and long term aspirations and is shared with our members. | <ul style="list-style-type: none"> • Club development plan* |
| PLD2 | We have governing documents in place which detail how the club is run and includes as a minimum an open (non discriminatory) constitution which includes "Safe Hands" and ECB Club Inclusion and Diversity Policy adoption, together with a separate Club Safeguarding Policy Statement. | <ul style="list-style-type: none"> • Open non-discriminatory constitution* • Club safeguarding policy statement* • Policy documents |
| PLD3 | We are aware of risks that may impact on our Club. Our activities, premises and coaches are insured using public liability insurance to a minimum value of £5 million and employers liability insurance to £10 million. | <ul style="list-style-type: none"> • Insurance schedule* |
| PLD4 | We practice good financial management and manage our finances through a dedicated club bank account which requires 2 independent signatures for payments. We also prepare annual accounts which are made available to members. | <ul style="list-style-type: none"> • Copy bank statement* • Annual accounts |
| PLD5 | <p>Our governing committee –</p> <ul style="list-style-type: none"> • Consists of at least 3 people who are unrelated and not co-habiting. • Includes the Club Welfare Officer • Is subject to regular election. • Meets at least 4 times a year with decision making recorded. • Holds an Annual General Meeting open to members • Recognises and records any conflicts of interest. • Proactively recruit new committee members considering skills needed and diversity. | <ul style="list-style-type: none"> • Committee structure chart* • Copies of at least 4 committee meeting minutes within the last 12 months* • Latest AGM minutes (to be within last 12 months)* |

Welcoming Atmosphere

| Code | Criteria | Evidence |
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| WA1 | As an inclusive & welcoming Club we actively encourage, welcome and engage new members in various capacities (volunteers, players, supporters, etc). We have a range of membership options with an appropriate pricing policy. | <ul style="list-style-type: none"> • Classes of membership and subscriptions. • New member pack |
| WA2 | We proactively communicate & interact with our members. We also seek the views of our members, including those of children and their parents. | <ul style="list-style-type: none"> • Examples of member communications • Details of member survey and results |
| WA3 | We make the most of our facilities and ensure that all activities take place in a welcoming and family friendly environment. | |
| WA4 | Members understand the contribution they make to creating a welcoming & safe environment and are engaged in setting expected behaviours via a code of conduct. | <ul style="list-style-type: none"> • Club code of conduct* |
| WA5 | We proactively engage with our local community and build mutually beneficial links/partnerships with local community groups. | <ul style="list-style-type: none"> • Examples of community communications. • Partnership agreements. |

Inspiring & Diverse Offer

| Code | Criteria | Evidence |
|------|--|--|
| IDO1 | We listen to our players and potential players to inform our on-field offer. | <ul style="list-style-type: none"> • Player surveys and results |
| IDO2 | We provide player centred, fun training programmes for all of our playing members, to help them reach their potential. | <ul style="list-style-type: none"> • Selection of session plans |
| IDO3 | Our playing programme meets the needs of all our playing members. | <ul style="list-style-type: none"> • Fixture lists and results • League tables |
| IDO4 | <p>Our training and playing programmes meet applicable ECB standards:</p> <ul style="list-style-type: none"> • The Clubs coaching programme is overseen by a qualified ECB Level 2 Coach or equivalent • The Club has enough qualified coaches present to meet the ECB coach:player ratios, • The Club has enough responsible adults present at junior sessions to meet the appropriate legal supervision requirements • All coaches and adult supervisors have the relevant insurance cover. • All coaches refresh their learning and develop through formal and informal training. • Session registers are maintained at all sessions. | <ul style="list-style-type: none"> • Annual coaching plan • Session registers (to include numbers of Children, Coaches, Coach Support Workers and Adult Helpers) |
| IDO5 | We provide appropriate opportunities for specific groups or audiences, e.g. youth, women, girls, disabled. | |

Ensuring Every Person Matters

| Code | Criteria | Evidence |
|-----------|--|---|
| EEP M1 | <p>We know who our members and volunteers are. At the time we collect their personal data, we inform the individuals about how we intend to use their personal data through our privacy notice:</p> <p>We also ensure that –</p> <ul style="list-style-type: none"> • Sensitive data such as ethnicity and medical information is only collected with the explicit consent of the individual. • The data we hold is used specifically for the club's purposes and not for any other purpose • The data we hold is accurate, up to date, stored securely and deleted when it is no longer relevant. | <ul style="list-style-type: none"> • Blank copy of personal data capture form including privacy notice Below docs are site visit review only – do not load on portal • Emergency contact details • Medical information • Members lists |
| EEP M2 | <p>We have adopted & implemented the ECB "Safe Hands" Policy, ensuring all members are aware of safeguarding procedures. This includes but is not restricted to:</p> <ul style="list-style-type: none"> • Appointing a Club Welfare Officer (s) who is ECB Vetted, has attended a Sports Coach UK Safeguarding and Protecting Children workshop and the ECB Safe Hands Workshop for Club Welfare Officers. • Ensuring Coaches and other relevant personnel whose roles include responsibilities relating to working with children are ECB vetted (including an enhanced DBS check), and are up to date with relevant Safeguarding Training and First Aid as detailed on Club Skills & Qualification Template • Adopting the Policy for Safeguarding Children Recruitment policy. • Ensuring all new and existing Members aware of Safeguarding procedures. | <ul style="list-style-type: none"> • Member communications • Club Welfare Officer course certificates* • Completed Club Skills & Qualification Template* |

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| <p>EEP M3</p> | <p>The Club and those running activities have a good understanding of health & safety matters and access to relevant equipment, ensuring -</p> <ul style="list-style-type: none"> • Activities take place in a safe environment with relevant protective equipment (including use of helmets). • Access to first aid equipment must be available at all coaching sessions, matches and for all teams. • Drinking Water is available at all training and match sessions. • Coaches and supervisors are aware of the need for Sun Safety. | <ul style="list-style-type: none"> • Venue risk assessments* |
| <p>EEP M4</p> | <p>We have emergency procedures in place for dealing with injuries/accidents. This should include but not be restricted to:</p> <ul style="list-style-type: none"> • Accessible telephone for all activities with details to hand of phone numbers for local doctor's surgery and emergency services. • Process of recording incidents, accidents and outcomes. • Having nominated and suitably qualified 1st Aiders available. | <ul style="list-style-type: none"> • Accident/incident reporting • First aiders list • First aiders qualifications |