



## Checklist for Minimum Operating Standards of Sports Clubs

Sport and play are an everyday fun activity which, for many children makes a huge contribution to their well-being and development. However some individuals, who want to harm children, will use sport and play as a way to gain access to young people.

This is one of the reasons why we would like to work with all clubs in North Lincolnshire, to ensure they have correct and sufficient measures in place to keep people involved in sport safe, particularly young people.

Please do not worry if you have not got all of the standards in place, part of this process is to find out where we can help clubs. We can provide support to access training identified and model policies and procedures your club can adopt. Many of the standards listed below can be achieved quickly and easily without much time and effort for your club!!

The measures we have listed below in the checklist, known as 'standards', have been developed based on current good practice and are informed by legislation and guidance. By helping clubs in North Lincolnshire achieve these standards will help raise the quality and safety of clubs available.

What are the benefits to your club if they have these standards in place?

- Access to volunteers from the Volunteer Centre, V project and Step into Sport
- Keep people involved in sport safe
- Develop stronger school to club links
- Support funding applications for your club
- Provide a benchmark to assist those involved in sport to make informed decisions

Once you have completed this form and collected copies of all the necessary documents please return them with the VANL documents to

**V Involved Team  
Voluntary Action North Lincolnshire  
41 Frances Street  
Scunthorpe  
North Lincolnshire  
DN15 6NS**

If you require any questions regarding this form please contact Marie Bailey on 01724 297181 or email [marie.bailey@northlincs.gov.uk](mailto:marie.bailey@northlincs.gov.uk)

## Checklist for Minimum Operating Standards of Sports Clubs

Name of Sports Club					
Venue					
Number of Staff/Coaches			Number of Volunteers		
Club Mark Achieved?	Yes		No		Renewal Date of Clubmark

### **Policies and Paperwork**

Standard	In Place	Working Towards	Not in Place	Copy Enclosed
Constitution				
Child Safeguarding Policy To include recruitment and selection policy and procedure				
Equality Policy				
Public Liability Insurance				
Annual Risk Assessment				
Health and Safety Checklist				
Accident Report Form				

### **Staff and Volunteers**

Standard	Number with qualification / training	Number needing qualification / training	Number of certificates enclosed
All staff coaches and volunteers who have contact with children must have an enhanced CRB clearance certificate			
All staff coaches and volunteers who have contact with children must have attended Child Safeguarding Training			
At least one coach who is First Aid trained at each coaching session / activity / match			
Those delivering sessions must undertake the appropriate qualification or training. <b>Sports Clubs:</b> Coaches must hold qualifications in line with their NGB. <b>Play &amp; Informal activities:</b> Please detail what relevant training or experience all leaders have			

## What happens next?

Once we have received your checklist **and documents** we will check them for their suitability.

**If your club meets the minimum operating standards** your details will be added to a register of clubs which School Sports Partnerships, Voluntary Action North Lincolnshire (VANL) and North Lincolnshire Council Sport, Play and Community Development Team will be able to access, to help them place volunteers and develop school club links.

Once on the register your club may receive a spot check and your status will be reviewed on an annual basis.

**If you do not meet the minimum operating standards** North Lincolnshire Council Sports Development Team and VANL will contact you to give support where necessary.

Please be aware this is not an accreditation scheme, but an opportunity to raise the standards of clubs within North Lincolnshire.

## Declaration

The information provided in this application form is correct to the best of my knowledge and I understand that any incorrect information provided will result in our club being withdrawn from the register of clubs with minimum operating standards.

I understand it is the responsibility of the club to maintain the above standards, continually review the running of the club and that we are vigilant at all times about any circumstances, which may affect the safety and security of the club and its members.

Signed	Print Name
Position in Club	Date