



# CLUBMARK NI

## CLUB GUIDE

British  
Gymnastics  
More than a sport

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## What is ClubMark NI?

ClubMark NI is Northern Ireland's quality standard for sports clubs. The programme aims to identify, develop, accredit and recognise high quality sports clubs and the contribution that they make to the development of sport in Northern Ireland.

Sport Northern Ireland and British Gymnastics value the essential and significant role that sports clubs play in the development of sport:

- providing outlets for participation
- quality environments for talented young athletes to develop and
- competitive opportunities offered by clubs

An accredited club is recognised as a safe, regarding and quality environment for participants of all ages to enjoy sport and stay involved throughout their lives. The accreditation is based on five key areas each of which must be supported by specific evidence collected by the club. The five key areas are:

### 1. EFFECTIVE CLUB MANAGEMENT

Clubs that are managed effectively are more likely to be successful, characterised by openness and good communication, and compliant with effective and efficient policies and procedures. Well managed clubs understand the importance of creating effective partnerships, will be committed to ongoing development, and will implement measures to ensure that the club will continue to progress and to retain quality standards.

### 2. COMMUNITY ENGAGEMENT

It is important to promote the right culture in your club so that its policies, practices and ethos encourage all members to adopt an inclusive, friendly approach to sport. Engaging with your local community and forming links is key to growing and sustaining your club. Engaged clubs will also effectively manage their volunteers in a manner worthy of the commitment they give to the club.

### 3. QUALITY COACHING & COMPETITION

Coaches play a key role in the creation of a suitable environment for coaching and competition, and in the design and delivery of an appropriate coaching programme. Clubs should take their lead from their sport's governing body and should be compliant with their guidelines.

### 4. CREATING A SAFE ENVIRONMENT

Sports clubs should have a commitment to provide appropriate and enjoyable sporting activities in safe environments. To ensure that this is the case, considerations and actions to promote safety in sport must be fundamental to all of the activities undertaken by your club.

## 5. SAFEGUARDING MEMBERS

It is the duty of every sports club to take steps to ensure that members, volunteers, and visitors can enjoy the sport offered by the Club in a safe environment. All organisations that work or come into contact with children or vulnerable adults need to have safeguarding policies and procedures in place. Safeguarding members protects not only participants in club activities but also the club and its members and volunteers.

## How do I attain ClubMark NI for my club?

To attain accreditation, you will need to register online and provide evidence to satisfy the minimum operating standards outlined for the accreditation. Documentation of evidence is then uploaded to the Online system and verification of evidence, including a club visit, will be carried out by an assigned Assessor from British Gymnastics.

Following a successful assessment, ClubMark NI accreditation will be awarded for a period of three years. Annual online health checks are required to maintain accreditation and re-accreditation is required to maintain beyond three years.

## What are the benefits of becoming a ClubMark NI club?

ClubMark NI clubs tell us that the programme has helped them to develop in the following ways:

- Adopting more organised structures to help run the club more efficiently and effectively
- Formalising and implementing procedures and policies
- Recruiting and developing volunteers
- Parental appreciation, satisfaction, comfort and confidence
- A safe environment for children and young people
- Access to funding and discounted rates for accredited clubs

## Sport Northern Ireland provides a range of benefits for all ClubMark NI accredited clubs:

- One free Sport Northern Ireland coach development workshop for a group of up to 20 coaches. Sport Northern Ireland will deploy a Coach Educator to the club to deliver a coach development workshop (excluding Safeguarding and Designated Officer Workshops)

- A framed Clubmark NI certificate will be presented to the club upon accreditation and the club will be invited to a presentation event.
- A large (3m x 1.5m) 'Clubmark NI Accredited Club' banner will be provided to the club to promote their status as a Clubmark NI accredited club.
- The Clubmark NI logo will be made available to all Clubmark NI accredited clubs in an electronic format to allow clubs to add this to their website, letterheads or other club materials.
- All accredited clubs will be listed on the Sport Northern Ireland Clubmark NI webpage as a Clubmark NI accredited club.

### British Gymnastics Benefits:

- Recognised at the annual British Gymnastics Sports Awards
- Recognised on the British Gymnastics Northern Ireland Website
- Recognised in the British Gymnastics Northern Ireland fortnightly Gym Flash Article.

## British Gymnastics Support:

### ClubMark NI Support Officer:

Nadia McAleavey – Participation Officer  
07718 563614

[nadia.mcaleavey@british-gymnastics.org](mailto:nadia.mcaleavey@british-gymnastics.org)

### ClubMark NI Administrator:

Olga Montgomery – Participation Administrator  
0345 129 7129

[olga.montgomery@british-gymnastics.org](mailto:olga.montgomery@british-gymnastics.org)

### How to register for ClubMark NI?

ClubMark NI is now completed through Sport NI's online system. To register your club please click on the following link:

<https://selfservice.digitalni.gov.uk/Accredit/SportNI/Home>

To set up an account you will need to register using an email address and create a password. Please make a note of these details as they will be required to access the system and upload the required evidence.

You'll need to provide information about your club under the following headings: Basic Information (Club Name, Sport, website), Club Addresses, Contact Details and Club Member Numbers. A progress bar will track your movement through the registration.

**Accreditation Type:** All gymnastics clubs will need to select Junior and Senior Club to ensure that the relevant criteria are allocated on the online system. If you do not have any gymnasts aged 18 or over please enter 0 into the box.

If you require an introductory meeting with British Gymnastics to go through the ClubMark NI programme in more detail then please select yes. The introductory meeting is not a mandatory requirement, if you feel happy to proceed without a meeting, please select no when prompted. British Gymnastics will be in touch within 10 days to arrange a meeting (please note this may take place over the phone or via skype).

You can request a meeting or contact a member of staff at any time using the contact details on Page 5.

Once you are satisfied all information you have provided is correct, submit your registration to ClubMark NI for review using the blue submit button. On successful completion of the online club registration, you will receive two automated email notifications confirming your Club Account creation and successful club registration.

#### British Gymnastics Supporting Staff for Clubmark NI:

Throughout the process clubs will have the support of the relevant BGNI Staff that are associated with the scheme. These staff and their contact details are listed below:

#### The Scheme Manager for Clubmark NI scheme is:

Nadia McAleavey, NI Participation Officer - BG

#### Clubs will be supported by the following Support Officers:

- o Nadia McAleavey, NI Participation Officer – BG [nadia.mcaleavey@british-gymnastics.org](mailto:nadia.mcaleavey@british-gymnastics.org)
- o Louise McAlinden, Participation Coordinator – BG [louise.mcalinden@british-gymnastics.org](mailto:louise.mcalinden@british-gymnastics.org)
- o Olga Montgomery, Participation Administrator– BG [olga.montgomery@british-gymnastics.org](mailto:olga.montgomery@british-gymnastics.org)

#### Clubs will be assessed by the following Assessors:

- o Nadia McAleavey, NI Participation Officer – BG [nadia.mcaleavey@british-gymnastics.org](mailto:nadia.mcaleavey@british-gymnastics.org)
- o Louise McAlinden, Participation Coordinator – BG [louise.mcalinden@british-gymnastics.org](mailto:louise.mcalinden@british-gymnastics.org)
- o Mollie Davies, Area Manager – BG [mollie.davies@british-gymnastics.org](mailto:mollie.davies@british-gymnastics.org)

### Gathering Evidence:

#### Club Selection

Upon registering, each club would have had the choice of the type of what type of club they all. All gymnastics clubs will select JUNIOR & SENIOR CLUB.

By selecting this choice there will then be a specific selection of criteria that you must fulfil and evidence to be recognised as an accredited Clubmark club.

#### Pre-Provided Evidence Certificate:

Some criteria have already been fulfilled due to your clubs' membership to British Gymnastics. As a result, Sport NI have created a certificate that is to be uploaded for these criteria as the required evidence.

*\*Once British Gymnastics have checked their internal systems to ensure that your club is not in default anywhere, this certificate will be presented. If a club is found to be in default of any of these criteria, they will not be presented with this certificate until it has been rectified. Responsibility for this lies with the club\**

**2.3 Criteria for Junior and Senior Clubs** *All material uploaded must be in JPEG or Pdf format*

**Clubmark NI Criteria (Junior & Senior Clubs)**

**SECTION 1: EFFECTIVE CLUB MANAGEMENT**

 = Included within 'Pre-Provided Evidence Exemption Certificate'

	Criteria	Supporting Evidence	Assessment Method/s & Evidence
	<b>The club must:</b>		
1.1	<p>To have investigated the appropriate organisational status for your club's operations and objectives, and have taken positive steps towards achieving the appropriate status. (E.g. Community Amateur Sports Club-CASC, Charity, Limited Company etc)</p> <p><b>Support Available:</b>            Club Development Plan available through: <a href="mailto:business-support@british-gymnastics.org">business-support@british-gymnastics.org</a>            HMRC: <a href="https://www.gov.uk/set-up-business">https://www.gov.uk/set-up-business</a>            Charity Commission: <a href="https://www.charitycommissionni.org.uk/start-up-a-charity/">https://www.charitycommissionni.org.uk/start-up-a-charity/</a>            Club Leaders Workshop, delivered via BGNI.            Club Matters Resources: <a href="https://www.british-gymnastics.org/northern-ireland/coaching/444-regionshomecountries/london-gymnastics/club-support/2901-club-matters">https://www.british-gymnastics.org/northern-ireland/coaching/444-regionshomecountries/london-gymnastics/club-support/2901-club-matters</a> or visit <a href="http://www.sportenglandclubleaders.com/clubmatters/">www.sportenglandclubleaders.com/clubmatters/</a></p>	<ul style="list-style-type: none"> <li>Minute of club committee meeting where organisational status has been discussed.</li> <li>Copy of Club Development Plan where organisational status is referenced.</li> <li>Copies of correspondence from HMRC, Charity Commission or other relevant bodies.</li> </ul>	<p><i>Online Upload Correspondence</i>  <b>Only Upload a Single Document</b></p>
1.2	<p>Hold adequate public liability insurance for all activities undertaken.</p> <p><b>Support Available:</b>            If these criteria is evidenced via the BG internal online system then a <i>Pre-Provided Evidence Exemption Certificate</i> will be supplied to the club for uploads.</p>	<ul style="list-style-type: none"> <li>Copy of certificate or explanation of cover if through British Gymnastics affiliation.</li> <li>Copies of coaches' insurance.</li> </ul>	<p><i>Pre-Provided Evidence Exemption Certificate</i></p>
1.3	<p>Be registered to British Gymnastics and adhere to their disciplinary and complaints procedures.</p>	<ul style="list-style-type: none"> <li>Copy of affiliation letter/affiliation number.</li> <li><b>Or</b> Correspondence confirming affiliation from British Gymnastics or receipt for payment of affiliation fees.</li> </ul>	<p><i>Pre-Provided Evidence Exemption Certificate</i></p>



	Criteria	Supporting Evidence	Assessment Method/s & Evidence
	<b>The club must:</b>		
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.		
1.4	Have an open and non-discriminatory constitution or appropriate governing documents.	<ul style="list-style-type: none"> <li>• Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary.</li> <li>• Copy of committee minutes adopting latest version of constitution.</li> </ul>	<i>Online Upload</i> <b>Club Constitution</b>
	<b>Support Available:</b> Clubmark NI Template 1: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/</a>		
1.5	Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section.	<ul style="list-style-type: none"> <li>• Copy of action/development plan, including detailed information on planned actions and review. Development plan should be broken down into sections, e.g. coaches, members, facility, equipment, committee etc.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Club Development Plan</b>
	<b>Support Available:</b> Template available through Business Support Team: <a href="mailto:business-support@british-gymnastics.org">business-support@british-gymnastics.org</a> Clubmark NI Template 7: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3</a>		
1.6	Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.	<ul style="list-style-type: none"> <li>• Copy of signed and dated equity statement/policy.</li> <li>• Details of how this policy has been implemented.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads. Also: Clubmark NI Template 2: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/</a> or BG Club Equality Policy: <a href="https://www.british-gymnastics.org/coaching/coach-membership/equality">https://www.british-gymnastics.org/coaching/coach-membership/equality</a>		
1.7	Have a specific membership fee and pricing policy specific for children and young people. Offering reduced rates where applicable.	<ul style="list-style-type: none"> <li>• Copy of club's pricing details e.g. pricing policy/membership forms/ membership packages or categories.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Pricing Policy</b>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.		

## SECTION 2: COMMUNITY ENGAGEMENT

	Criteria <i>The club must:</i>	Supporting Evidence	Assessment Method/s
2.1	<p>Have explored how people with disabilities could be included in Gymnastics, taking particular account of the four-main disability 'groups':</p> <ul style="list-style-type: none"> <li>○ People with physical disabilities</li> <li>○ People who are deaf or hard of hearing</li> <li>○ Blind and partially sighted people</li> <li>○ People with learning disabilities</li> </ul> <p>Include <b>AT LEAST TWO POINTS</b> relating to the inclusion of people with disabilities within the club's development plan.</p>	<p>Provide a copy of a club development plan which investigates how the four main disability groups could be included in your club and highlight the points relating to the inclusion of people with disabilities.</p> <p><b>AND</b></p> <p>Provide certificate of attendance at DSNI's Disability Inclusion Training Course and submit a completed copy of the participant course action plan which should demonstrate how the four main disability groups could be included in your club. Can also attend BGNI's Dis/Inclusion Conference or complete the BG Disability Awareness Module.</p> <p><b>OR</b></p> <p>Provide meeting notes/email correspondence of discussions with DSNI/British Gymnastics/other relevant organisations on the inclusion of the four main disability groups in your club.</p>	<p><i>Online Upload &amp; Club Visit</i> <b>Certificate or correspondence</b></p>
	<p>Support Available:</p> <p>Clubmark Template 3: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=1">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=1</a></p> <p>Clubmark Template 7: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3</a></p> <p>DSNI 'Disability Inclusion Training' Course: <a href="http://www.dsni.co.uk/training-education">http://www.dsni.co.uk/training-education</a></p> <p>Attendance at BGNI Dis/Inclusion Conference</p> <p>Completion of the Disability Awareness Module: <a href="https://www.british-gymnastics.org/courses/6230/disability-awareness-module">https://www.british-gymnastics.org/courses/6230/disability-awareness-module</a></p>		

	Criteria <i>The club must:</i>	Supporting Evidence	Assessment Method/s
2.2	Provide evidence that they have considered their responsibility under the <b>Disability Discrimination Act</b> to provide 'reasonable' physical access for people with disabilities.	Club facility access audit and action plan.	<i>Online Upload &amp; Club Visit</i> <b>Audit &amp; Action plan</b>
	<b>Support Available:</b> Clubmark NI template 3: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=1">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=1</a>		
2.3	The club actively engages with members and has an agreed approach regarding engagement to retain existing members and attract new members.	<ul style="list-style-type: none"> <li>• Evidence of ongoing communication with members via appropriate methods e.g. newsletters, website, social media.</li> <li>• Evidence that the club actively follows up with non-active members and lapsed member to re-engage.</li> <li>• Examples of initiatives or sessions to attract new members through established partnerships e.g. local schools, colleges, community groups etc.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate.</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.		
2.4	Commit to having contact with at least one local school that encourages pupils to participate in club activities and communicate effectively with this school about the club's activities within one year of becoming accredited. This can include using the school as a <b>Satellite Venue</b> . Or using coaches and volunteers from the school.	<ul style="list-style-type: none"> <li>• Details of how the club will do this <b>AND</b> which school/s they will target for this.</li> </ul>	<i>Online upload</i> <b>Correspondence</b>
	<b>Support Available:</b> Clubmark NI Template 6: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=2">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=2</a>		

	Criteria <i>The club must:</i>	Supporting Evidence	Assessment Method/s
2.5	Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	<ul style="list-style-type: none"> <li>Names and contact details of Local Authority Sports Development Contact.</li> <li>Copies of correspondence.</li> <li>Club directories and other documentation produced by these organisations giving details of the club.</li> </ul>	<i>Online upload &amp; Club visit</i> <b>Correspondence</b>
	<b>Support Available:</b> Clubmark NI Template 6: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=2">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=2</a>		
2.6	Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	<ul style="list-style-type: none"> <li>Copy of the club volunteering policy.</li> <li>Details of how the club have implemented this policy.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Volunteering Policy</b>
	<b>Support Available:</b> Clubmark NI Template 8: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3</a> Volunteer Now Website: <a href="http://www.volunteernow.co.uk/">http://www.volunteernow.co.uk/</a> Volunteer Champions Workshop Make a Difference Programme: <a href="https://www.british-gymnastics.org/clubs/volunteers/make-a-difference">https://www.british-gymnastics.org/clubs/volunteers/make-a-difference</a> Additional Support e.g. sample volunteer guides or template volunteer agreement: <a href="mailto:business-support@british-gymnastics.org">business-support@british-gymnastics.org</a>		
2.7	Ensure that all new staff and volunteers under go an induction process that includes the clubs structure and procedures.	<ul style="list-style-type: none"> <li>Documentation which demonstrates the clubs' induction process for new coaches and volunteers.</li> <li>Support for volunteers through MaD Programme</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Induction Pack</b>
	<b>Support Available:</b> CPSU Website: <a href="https://thecpsu.org.uk/">https://thecpsu.org.uk/</a> NSPCC Website: <a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a> Volunteer Now Website: <a href="http://www.volunteernow.co.uk/">http://www.volunteernow.co.uk/</a>		

	Criteria	Supporting Evidence	Assessment Method/s
	<b>The club must:</b>		
	Volunteer Champions Workshop BG Business Support: <a href="mailto:business-support@british-gymnastics.org">business-support@british-gymnastics.org</a> DAS Employment Law Manual: <a href="https://www.dasinsurance.co.uk/business-legal-expenses-insurance/employment-manual">https://www.dasinsurance.co.uk/business-legal-expenses-insurance/employment-manual</a> BG Employment & Recruitment Course: <a href="https://www.british-gymnastics.org/courses/6333/employment-and-recruitment">https://www.british-gymnastics.org/courses/6333/employment-and-recruitment</a> Induction Guidance and Employee Handbook: <a href="mailto:business-support@british-gymnastics.org">business-support@british-gymnastics.org</a>		

### SECTION 3: QUALITY COACHING & COMPETITION

Criteria		Supporting Evidence	Assessment Method/s
<b>The club must:</b>			
3.1	Employ and/or deploy suitably qualified coaches in accordance with British Gymnastics guidelines within the junior club <b>AND</b> support coaches to engage in continuous learning.	<ul style="list-style-type: none"> <li>Details of junior coach/es qualification/s.</li> <li>Copy of coach/es qualification/s certificates.</li> <li>Examples of continuous learning that club coaches have engaged in re resources accessed, workshops attended, mentoring etc.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads. SNI Coach Education Workshops: <a href="http://www.sportni.net/clubs-coaching/coaching/i-want-to-develop-my-coaching/">http://www.sportni.net/clubs-coaching/coaching/i-want-to-develop-my-coaching/</a> BG Coach Education: <a href="https://www.british-gymnastics.org/?option=com_content&amp;view=article&amp;id=2651&amp;Itemid=894">https://www.british-gymnastics.org/?option=com_content&amp;view=article&amp;id=2651&amp;Itemid=894</a>			
3.2	Have role descriptions for coaches and volunteers outlining roles and responsibilities.	<ul style="list-style-type: none"> <li>Copy of role descriptions for various club roles, signed and dated by each coach or volunteer.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Role descriptions</b>
<b>Support Available:</b> Gymnastic Specific Club Role Templates: <a href="mailto:business-support@british-gymnastics.org">business-support@british-gymnastics.org</a> Clubmark NI Template 9: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3</a> Clubmark NI Template 10: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=4">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=4</a>			
3.3	Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.	<ul style="list-style-type: none"> <li>Copy of professional indemnity insurance for each coach for all activities undertaken.</li> <li>In cases where coaching insurance is included as part of membership of an organisation or covered by club/British Gymnastics this should be documented and the relevant correspondence/certificates included to evidence this.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.			

3.4	Provide a structured coaching programme for children and young people, as determined by British Gymnastics, with progressive and inclusive sessions	<ul style="list-style-type: none"> <li>Documentation detailing the clubs coaching programme for children and young people.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.		
3.5	Ensure that coach: participant ratios are in accordance with British Gymnastics guidelines.	<ul style="list-style-type: none"> <li>Documentation detailing the clubs coach: participant ratios within the junior club/section.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.		
3.6	Provide suitable intra and/or inter club competition, in accordance with British Gymnastics guidelines. Or festivals, displays and other opportunities outside of training.	<ul style="list-style-type: none"> <li>Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements of their junior section/club.</li> </ul>	<i>Online Upload &amp; Club Visit Competition Prog</i>
	<b>Support Available:</b> British Gymnastics Competition Handbooks: <a href="https://www.british-gymnastics.org/">https://www.british-gymnastics.org/</a> Select “ <b>Technical Information</b> ” tab, then Select required handbook. Women’s Artistic: <a href="https://www.british-gymnastics.org/technical-information/competition-handbooks/womens-artistic">https://www.british-gymnastics.org/technical-information/competition-handbooks/womens-artistic</a> Trampoline: <a href="https://www.british-gymnastics.org/technical-information/competition-handbooks/trampoline">https://www.british-gymnastics.org/technical-information/competition-handbooks/trampoline</a> Men’s Artistic: <a href="https://www.british-gymnastics.org/technical-information/competition-handbooks/mens-artistic">https://www.british-gymnastics.org/technical-information/competition-handbooks/mens-artistic</a> Acrobatic: <a href="https://www.british-gymnastics.org/technical-information/competition-handbooks/acrobatic">https://www.british-gymnastics.org/technical-information/competition-handbooks/acrobatic</a> Gymnastics For All: <a href="https://www.british-gymnastics.org/technical-information/competition-handbooks/gymnastics-for-all">https://www.british-gymnastics.org/technical-information/competition-handbooks/gymnastics-for-all</a> GymFusion Handbooks: <a href="https://www.british-gymnastics.org/technical-information/competition-handbooks/gymnastics-for-all/9156-gymfusion-handbook-2018-v-1/file">https://www.british-gymnastics.org/technical-information/competition-handbooks/gymnastics-for-all/9156-gymfusion-handbook-2018-v-1/file</a> or <a href="https://www.british-gymnastics.org/news-and-events/national-events/gymfusion">https://www.british-gymnastics.org/news-and-events/national-events/gymfusion</a>		

## SECTION 4: CREATING A SAFE ENVIRONMENT

Criteria		Supporting Evidence	Assessment Method/s
<b>The club must:</b>			
4.1	Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting British Gymnastics requirements where they exist.	<ul style="list-style-type: none"> <li>• Copy of risk assessments for all club venues.</li> <li>• Details on how club facilities and equipment meet British Gymnastics guidelines.</li> <li>• Sports Equipment Guidance Sheets</li> <li>• Apparatus Safety Checks</li> </ul>	Online Upload & Club Visit <b>Risk Assessments</b>
	<b>Support Available:</b> Clubmark NI Template 18: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=6">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=6</a> BG Health & Safety Management System: <a href="https://www.british-gymnastics.org/gymnet/">https://www.british-gymnastics.org/gymnet/</a> (log in to GymNet to download)		
4.2	Provide access to qualified <sup>1</sup> First Aid at all coaching and competition sessions.	<ul style="list-style-type: none"> <li>• Detail how club provide qualified<sup>1</sup> First Aid at all coaching and competition sessions including naming club First Aider/s if relevant.</li> <li>• Copy of First Aid qualification<sup>2</sup> certificate/s.</li> </ul>	Online Upload & Club Visit <b>Certificates</b>
	<b>Support Available:</b> St Johns Ambulance: <a href="http://www.sja.org.uk/sja/training-courses.aspx">http://www.sja.org.uk/sja/training-courses.aspx</a> British Red Cross: <a href="https://www.redcross.org.uk/first-aid">https://www.redcross.org.uk/first-aid</a> Any other reputable and recognised First Aid training providers.		
4.3	Have adopted clear procedures and have acceptable pro-forma for managing and recording accidents and incidents.	<ul style="list-style-type: none"> <li>• Copy of clubs' procedures and pro-forma for managing and recording accidents and incidents.</li> </ul>	Online Upload & Club Visit <b>Procedures &amp; Proforma</b>
	<b>Support Available:</b> Clubmark NI Template 18: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=6">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=6</a> Clubmark NI Template 19: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=7">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=7</a> Clubmark NI Template 20: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=7">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=7</a> Clubmark NI Template 21: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=7">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=7</a>		



4.4	Hold an attendance register at all coaching and competition sessions.	<ul style="list-style-type: none"> <li>Copy of the register taking at all coach and competition sessions (this may be a blank version).</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Register</b>
	<b>Support Available:</b> Clubmark NI Template 22: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=8">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=8</a>		
4.5	Hold contact details of parents/guardians and emergency contacts as part of club registration.	<ul style="list-style-type: none"> <li>Detail how the club holds the contact details of parents/guardians and emergency contacts.</li> <li>Copy of parents/guardians and emergency contacts form or membership form which records parents/guardians and emergency contacts.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Register</b> <b>Upload blank copy to avoid GDPR breach</b>
	<b>Support Available:</b> Clubmark NI Template 23: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=8">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=8</a>		
4.6	Hold information on any medical conditions of children and young people as part of club registration, and communicate the details on a need to know basis.  Note: If the club collects its own/additional details, these must be uploaded.	<ul style="list-style-type: none"> <li>Detail how the club holds the contact details on any medical conditions of children &amp; young people on a need to know basis.</li> <li>Copy of medical information form or membership form which records medical information.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Register &amp; Information form</b> <b>Upload blank copy to avoid GDPR breach</b>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads. Clubmark NI Template23: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=8">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=8</a>		

	<p>Have parental/guardian's written consent for their young person to participate in the activity.</p> <p>Note: If the club collects its own/additional details, these must be uploaded.</p>	<ul style="list-style-type: none"> <li>Copy of consent form or membership form which requests written consent.</li> </ul>	<p><i>Online Upload</i></p> <p><b>Consent form</b></p> <p><b>Upload blank copy to avoid GDPR breach</b></p>
4.7	<p><b>Support Available:</b></p> <p>If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.</p> <p>Clubmark NI Template 4: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=2">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=2</a></p> <p>Sample forms on GymNet under GDPR section: <a href="https://www.british-gymnastics.org/gymnet/downloads/gdpr">https://www.british-gymnastics.org/gymnet/downloads/gdpr</a></p>		

## SECTION 5: SAFEGUARDING MEMBERS

	Criteria	Supporting Evidence	Assessment Method/s
	<i>The club must:</i>		
5.1	Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with British Gymnastics requirements.	<ul style="list-style-type: none"> <li>• Copy of the club's policy, signed and dated by Chairperson and other relevant committee members.</li> <li>• Details and evidence of how the policy is being communicated within the club.</li> <li>• Copy of committee minutes adopting the policy.</li> <li>• Other evidence of implementation, i.e. other documents which refer to the policy.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads. CPSU Website: <a href="https://thecpsu.org.uk/">https://thecpsu.org.uk/</a> Clubmark NI Template 12: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=4">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=4</a> Clubmark NI Template 13: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=5">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=5</a> BG Safeguarding Policy: <a href="https://www.british-gymnastics.org/coaching/coach-membership/safeguarding-and-compliance">https://www.british-gymnastics.org/coaching/coach-membership/safeguarding-and-compliance</a>		
5.2	Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding Children & Young People in Sport - Awareness Training within six months of taking up their role (or training deemed as equivalent by Sport Northern Ireland).	<ul style="list-style-type: none"> <li>• Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people undertake Safeguarding training within six months of beginning their role.</li> <li>• Copy of certificate of attendance for Safeguarding in Sport workshop.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.		

	SNI Safeguarding Children & Young People in Sport Awareness Training Workshop: <a href="http://courses.sportni.net/">http://courses.sportni.net/</a> or <a href="http://www.sportni.net/about-us/safeguarding/">http://www.sportni.net/about-us/safeguarding/</a>		
5.3	Appoint a designated person for safeguarding/child welfare officer and ensure that at least two club members have attended 'Designated Safeguarding Children's Officer' training at least once every three years (or training deemed equivalent by Sport Northern Ireland) including the appointed person.	<ul style="list-style-type: none"> <li>Name appointed designated person, demonstrate and submit copies of certificates of attendance for 'Designated Safeguarding Children's Officer' training workshop (x2).</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Certificate</b>
	<b>Support Available:</b> SNI Designated Safeguarding Children's Officer Training Workshop: <a href="http://courses.sportni.net/">http://courses.sportni.net/</a>		
5.4	Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role.	<ul style="list-style-type: none"> <li>Details of how this is communicated to members and parents/guardians.</li> <li>Copies of correspondence or other communication materials which demonstrate this.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Correspondence</b>
	<b>Support Available:</b> BG Provided Display posters: Take a picture of your BG provided poster and upload it as a JPG file on the online system.		
5.5	Ensure that all coaches and volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system).	<ul style="list-style-type: none"> <li>Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people are subject to Enhanced Disclosures via Access NI.</li> <li>Documentation from clubs Access NI administration body (British Gymnastics) which demonstrate that the club are compliant with these criteria.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads.		

	BG Safer Recruitment Guide: <a href="https://www.british-gymnastics.org/coaching/coach-membership/document-downloads/safeguarding-compliance/safeguarding-and-protecting-children/5723-safeguarding-children-safe-recruitment/file">https://www.british-gymnastics.org/coaching/coach-membership/document-downloads/safeguarding-compliance/safeguarding-and-protecting-children/5723-safeguarding-children-safe-recruitment/file</a> Access NI Website: <a href="https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks">https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks</a> CPSU Website: <a href="https://thecpsu.org.uk/">https://thecpsu.org.uk/</a>		
5.6	Have adopted a Code of Conduct for coaches and volunteers.	<ul style="list-style-type: none"> <li>• Copy of codes of conduct.</li> <li>• Details of how this is communicated to coaches and volunteers.</li> <li>• Copy of committee minutes adopting this Code of Conduct.</li> </ul>	<i>Pre-Provided Evidence Exemption Certificate</i>
	<b>Support Available:</b> If these criteria are evidenced via the BG internal online system then a Pre-Provided Evidence Exemption Certificate will be supplied to the club for uploads. Clubmark NI Template 15: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=5">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=5</a>		
5.7	Have adopted a Code of Conduct for children & young people.	<ul style="list-style-type: none"> <li>• Copy of codes of conduct/rules.</li> <li>• Details of how this is communicated to children &amp; young people and parents/ guardians.</li> <li>• Copy of committee minutes adopting this Code of Conduct.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Code of conduct &amp; minutes</b>
	Clubmark NI Template 16: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=6">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=6</a>		
5.8	Have adopted a Code of Expectations for parents/guardians.	<ul style="list-style-type: none"> <li>• Copy of codes of expectations.</li> <li>• Details of how this is communicated to parents/guardians.</li> <li>• Copy of committee minutes adopting this Code of Expectations.</li> </ul>	<i>Online Upload &amp; Club Visit</i> <b>Code of conduct &amp; minutes</b>
	Clubmark NI Template 17: <a href="http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=5">http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=5</a>		

## Supporting Documents, Templates & Websites

To support clubs aiming for Clubmark accreditation Sport NI has made a number of resources available on their website. These include templates for documents that are required to be uploaded as evidence for the criteria.

The Sport NI webpage contains a range of useful templates and resources, whether your club is working towards Clubmark NI accreditation or is aspiring to develop in other ways.

### Template Downloads available from:

<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=1>

<b>Template 1</b> Club Constitution Template Section 1.4	<b>Template 2</b> Equity Policy Template Section 1.6	<b>Template 3</b> Including People with Disabilities in Your Club Guidelines Section 2.1 and 2.2
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=2>

<b>Template 4</b> Club Membership Form Template Section 4.7	<b>Template 5</b> Introductory Letter Template	<b>Template 6</b> Club Partnership Form Template Section 2.4 and 2.5
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=3>

<b>Template 7</b> Club Development Plan Template Section 1.5 and 2.1	<b>Template 8</b> Volunteer Policy Framework Template Section 2.6	<b>Template 9</b> Lead Coach Role Description Template Section 3.2
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=4>

<b>Template 10</b> Assistant Coach Role Description Template Section 3.2	<b>Template 11</b> Session Planner Template Section 3.4	<b>Template 12</b> Safeguarding Policy Template Section 5.1
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=5>

<b>Template 13</b> Safeguarding Template Appendix Section 5.1	<b>Template 14</b> Club Framework for Safeguarding Standards in Sport	<b>Template 15</b> Code of Conduct for Coaches Template Section 5.6
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=6>

<b>Template 16</b> Code of Conduct for Children and Young People Template Section 5.7	<b>Template 17</b> Code of Expectations for Parents and Guardians Template Section 5.8	<b>Template 18</b> Risk Assessment Form Template Section 4.1 & 4.3
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=7>

<b>Template 19</b> Accident and Incident Guidelines Template Section 4.3	<b>Template 20</b> Accident Report Form Template Section 4.3	<b>Template 21</b> Incident Report Form Template Section 4.3
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=8>

<b>Template 22</b> Session Attendance Register Template Section 4.4	<b>Template 23</b> Summary of Emergency Details Form Template Section 4.5 and 4.6	<b>Template 24</b> Useful Contacts List
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<http://www.sportni.net/clubs-coaching/clubmark-ni/clubmark-ni-resources/?pg=9>

<b>Template 25</b> Resource Links Bank	<b>Template 26</b> Safeguarding Adults in Sport Policy and Procedures	
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## System Guide

Available to download via this link: <http://www.sportni.net/clubs-coaching/clubmark-ni/whats-new-about-clubmark-ni-online/>

## Club Assessment Process:

### *Review of Documents:*

The initial stage of the assessment begins once your documents have been submitted on the online system. You will then receive an automated email, as has been previously outlined.

Once this submission has been made, your application will be forwarded to your assigned BG Support Officer and Club Assessor.

The initial assessment of the online submission will be carried out by the appointed Club Assessor prior to a meeting of the BG Internal Assessment Panel. This initial assessment will be internally moderated at an Assessment Panel moderation meeting where the first stage assessment will either be ratified or amended.

At this stage the recommendation for any revisions to documents or a recommendation for a Club Visit to take place will be made. If there are mistakes in the initial online submission resulting in a club not passing first stage assessment, the Support Officer will form an action plan to assist the club to address deficiencies in their application.

The club are then informed of the decision. If successful, a Club Visit shall be arranged by the Club Support Officer and the applicant club. If unsuccessful, the club will be issued with an action plan and supported to address the deficiencies in their application by their appointed Support Officer in order to resubmit.

### *Action Plan & Resubmission*

There are a number of ways in which a clubs' online submission may be worthy of an action plan and resubmission.

These reasons include documents being missing from the evidence uploaded under each criterion, or if there are mistakes/insufficient evidence uploaded in the corresponding documents.

Each action plan made will be bespoke for each individual club to deal with the deficiencies that have been identified. Notes and feedback will also be provided on the online system against each criterion that is in default e.g.

Once these changes have been implemented, the documents are then ready to be resubmitted, so the club can pass to the next stage, the Club Assessment Visit.



## *Club Visit Assessment*

A Club Visit will be arranged by the Support Officer and carried out by the Assessor at a time suitable for the club. The visit will take place during a normal club session. All BG Clubmark NI Club Visit Assessments will include the following, as a **minimum**:

- Interview with Club Youth Coordinator
- Interview with Coach/es
- Interview with Parent/s
- Interview with Junior Section Participant/s
- Observation of Junior Coaching Session
- Observation of General Club Operation
- Review of Selected Criteria Evidence, as appropriate

The Club Visit will be carried out by an Assessor who has received Clubmark NI Assessor Training from Sport NI. The club will be informed of who the Assessor will be a minimum of 1 week prior to the visit. If for any reason the assessor must be changed, between the club being informed and the visit taking place, the club will be informed prior to the assessor arriving to carry-out the Club Visit.

The Assessor will follow a standard Club Visit process, through which the assessor will benchmark the club against the scheme criteria and see the practical evidence to support the policies, processes and evidence compiled within the online submission.

All Club Visit Assessments will be carried out on an informal, constructive, helpful and developmental basis while retaining a robust level of assessment ensuring that applicant clubs follow all Clubmark NI criteria prior to accreditation and that this has been clearly evidenced. Clubs who are unable to evidence and demonstrate their compliance with the criteria will be presented with an action plan and will be supported by their appointed Support Officer to develop their club to the point at which they can evidence and demonstrate compliance with all Clubmark NI criteria. All clubs will be provided with constructive and developmental feedback (both successful and unsuccessful clubs), which will stretch beyond the criteria of the scheme and include general guidance on their clubs' development.

The findings, feedback and outcome of the Club Assessment Visit will be recorded on a brief proforma before being added to the Clubmark NI electronic management system.

The club will be informed via email of the outcome of the assessment, if successful a date will be arranged for the presentation of the Clubmark Certificate.

Clubs applying for accreditation will be informed of the outcome of their application **within two months of submission** dates. This includes:

- Assessment of the Online Submission
- Internal Moderation of Online Submission
- Club Visit Assessment
- Confirmation of Accreditation or Action Plan to Achieve Accreditation

### *Arbitration and Appeals Process*

Any club who are not satisfied with an assessment decision made by BGNI, either in regard to the review of documents or club assessment visit, may exercise the scheme's Arbitration and Appeals Process.

All appeals should be submitted in writing to the BG Clubmark NI Assessment Panel within one month of the club receiving the relevant decision.

The BG Clubmark NI Assessment Panel will then consider the appeal and liaise with the club to attempt to resolve the issue identified by the club.

In cases where the internal Arbitration and Appeals Process does not resolve the issue, the appeal will be considered by an Appeals Panel independent of BG Clubmark NI scheme. The independent appeals panel will be coordinated by Sport Northern Ireland who will ensure that no member of the Appeals Panel has a conflict of interest with the club in question. A representative of the BG Clubmark NI Assessment Panel will attend the Independent Appeals Panel to outline the issue/s in question. This representative will not be involved in the decision taken by the Independent Appeals Panel. The decisions taken by the Independent Appeals Panel will be by majority vote.

BG, on behalf of the Independent Appeals Panel, will inform the club in writing of the outcome of the appeal within five working days of the Panel meeting.

**The decision of the Independent Appeals Panel is final.**

## **Accreditation Process:**

### *Duration of Accreditation*

Once the club has successfully passed through the accreditation process a date will be arranged with them for the presentation of the framed Clubmark Certificate. They will then be added to the Sport NI Clubmark database, and have access to the official logo etc. for promotional purposes. The Clubmark Accreditation will last for a total of three years, from the date of accreditation. This is subject to the maintenance of standards throughout this period, which will be verified by an annual “Health Check” completed by the club.

### *Maintaining Standards*

BGNI will carry out at least one **additional** Club Visit, for each accredited club, over the three-year period of accreditation. This will be in addition to the Club Visit carried out as part of the initial assessment process for accreditation. The additional Club Visit will be informal in structure and act as a development tool to assist the club to develop further, while still ensuring the club is maintaining good standards of policy and practice. Arrangements for the additional visit will be made using the same processes as used for the initial assessment visit.

### *Annual Health Check*

As part of the accreditation, each year, the club must perform a mandatory “Health Check”. Whenever this is due, it will be prompted on the online system in the following way

Clubs will receive notice about the Health Check one month before its due date, to give ample time for its completion. This process is primarily a self- assessment carried out by the club to provide updates on the online system to ensure standards are maintained.

Once your Health Check has been submitted on the online system, British Gymnastics will then review your submission and if they are happy with the information you have provided, they will approve it and your next health check will be scheduled in the system.

The next time you log into the account, the ‘Club Health Check’ button will have been removed until your health check becomes due again.

The Health Check is to update any details that may require it e.g. contact information, and to ensure that good practice is maintained between accreditation periods.

Please ensure that your ‘Health Check’ has been filled in and submitted in a timely manner to avoid any delay in maintaining your accreditation. Be aware that Sport NI reserve the right to suspend a club’s accreditation at any time.

## Reaccreditation

As previously stated, the Clubmark accreditation will last for a maximum of three years, with the maintenance of standards.

In order to maintain your club's accreditation, you will be required to perform a 'Renewal' when your club reaches the end of its three-year (maximum) accreditation period. When this becomes due, you will be notified by email and the re-accreditation process will begin.

When you now log into your club account, the following message will be displayed prominently:

### Your Reaccreditation Is Now Due

*Your club reaccreditation is now due. Please make sure all your details are up to date. To continue with your reassessment please proceed to your Club Support Folder, ensure all your documentation is up to date and click 'Submit for Reassessment'*

Review all of your documentation in a timely manner and upload any changes to the system in the same way as you did for your initial accreditation. This is a chance to provide updates on any information that is out of date, and ensure that all documents are the ones currently used in the club.

The 'renewal' will then follow the same process as the initial accreditation; the documents will be reviewed by British Gymnastics, an Inspection Visit will be scheduled and carried out before your accreditation can be renewed.