

Clubmark Guide



BRITISH
DODGEBALL

#COMEJOININ

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What is Clubmark?

Clubmark is the universally acknowledged cross sport accreditation scheme for community sports clubs. It stands for:

- Higher standards of welfare, equity, coaching and management in community sports clubs.
- Making sure the nation's sports club infrastructure is safer, stronger and more successful.

It shows that a club provides the right environment which ensures the welfare of members and encourages everyone to enjoy sport and stay involved throughout their lives. An accredited club is recognised as a safe, rewarding and fulfilling place for participants

of all ages as well as helping parents and carers know that they're choosing the right club for their young people.¹

You can find more information about Clubmark, what it involves and how to apply [on the Club Matters website](#). British Dodgeball fully supports the Clubmark scheme and encourages all community dodgeball clubs to work towards gaining Clubmark accreditation. To assist clubs in the application process, British Dodgeball provide editable document templates alongside this Clubmark Guide (simply follow the links or find them on the resources page of our website). For further assistance with Clubmark, email our Club Development Activator - aden@britishdodgeball.com.



¹ "What is Clubmark" (August 30th 2017). Retrieved from: <https://www.sportenglandclubmatters.com/club-mark/>

Clubmark Document Guide

It is recommended you have the following in place before beginning the accreditation process. British Dodgeball provide many of these as editable templates for your club's convenience on our [club resources page](#). It is essential that:

1. You edit these documents so that everything contained within applies specifically to your club.
2. You implement any policies or processes mentioned within these documents so that they accurately reflect your club activities.

Governance Documents	Welfare Documents	Data Collection	Qualifications	British Dodgeball
Club Constitution	Health and Safety Policy	Safeguarding Referral form	Copies of coaching qualifications	British Dodgeball Club Membership
Committee Handbook	Data Protection Policy	Accident Record form	Copies of safeguarding qualifications	British Dodgeball Public Liability Insurance
Club Development Plan	Safeguarding Children and Vulnerable Adults Policy	New Starter form	Copies of Enhanced DBS certificates	
Club Code of Conduct	Equality and Diversity Policy	Youth Player Consent form	Copies of first aid qualifications	
Induction Policy	Accident and Injury Policy	Player Feedback form		
	Disciplinary and Complaints Procedure			
	Dodgeball Risk Assessment			

Necessary Training / Qualifications

Coaching Qualifications

A valid dodgeball coaching qualification is necessary for coaching dodgeball. British Dodgeball offer a range of qualifications ranging from an intro course to a Level 3 coaching qualification on our [qualifications page](#). See which are right for your coaching needs:

[Introductory Workshop](#): For people who want to learn the basics of the sport. Ideal for: youth club workers, primary teachers

[Leaders Qualification](#): For young people aged 10-19 who wish to start their dodgeball coaching journey.

[Level 1 Qualification](#): This qualifies you to act as an assistant coach (or to coach dodgeball unsupervised if you hold a level 2 coaching award in another sport).

[Level 2 Qualification](#): This takes your coach education to the next level and qualifies you to act as an unsupervised coach or head coach.

[Level 3 Qualification](#): This is a top-level qualification which shows the coach to hold a high level of both dodgeball and coaching knowledge. This qualifies you to coach dodgeball activity for varying groups.

Safeguarding Training

Safeguarding training is essential if your staff work with children or vulnerable adults. Your staff can complete the NSPCC's Child Protection in Sport online course [here](#). This takes approximately 3 hours to complete online and costs £20pp. Safeguarding training can sometimes be accessed for free or part-funded through your **County Sports Partnership/local council**; enquire to see if they can help. Find your specific County Sports Partnership [here](#) (this applies to England only).

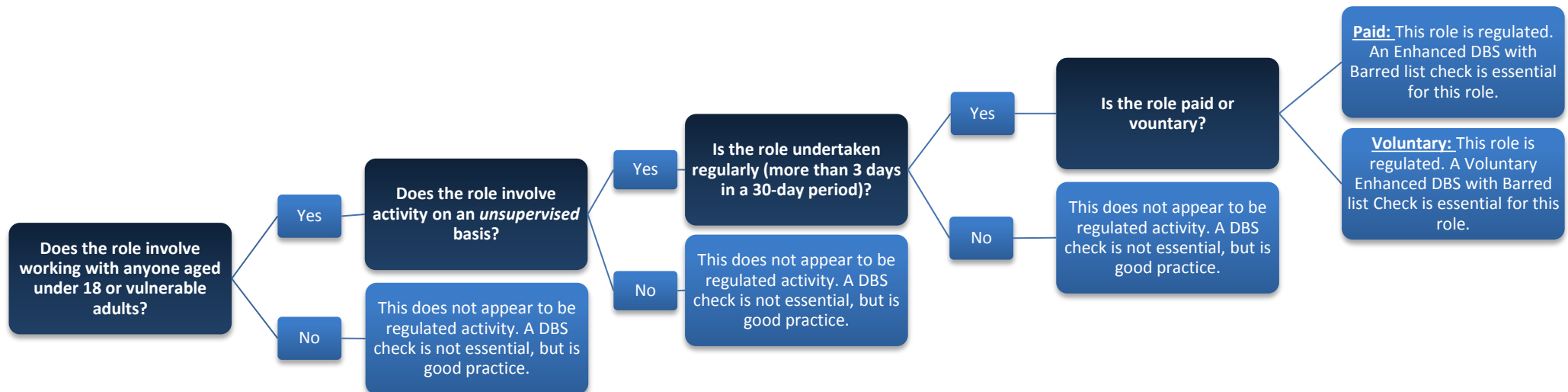
First Aid Qualifications

It is necessary to have at least one first aid trained individual at your sessions if your venue does not provide this service. St John's Ambulance provide [Basic First Aid](#) and [Essential First Aid](#) training courses for £25pp that take 3 hours to complete. Enter your postcode into the website to find local courses. Again, see if your County Sports Partnership can help with funding or part-funding this. Find your specific County Sports Partnership [here](#) (this applies to England only).

Enhanced DBS Checks

Check the flow chart below to see what DBS checks (if any) are necessary for staff. You can find an umbrella body to apply for DBS checks through [here](#), but most County Sport Partnerships/City Councils offer this service too. The price of DBS checks vary depending on the type (Voluntary Enhanced DBS with barred list check (£10-£20) or Enhanced DBS with barred list check (£44-£60)). This can be funded/part-funded through your County Sport Partnership in some cases, particularly if you are starting a new targeted session. Find your specific County Sports Partnership [here](#) (this applies to England only).

If you are in Northern Ireland, you can apply through [Access NI](#). An Enhanced check costs £33 but volunteers can apply for free. If you are in Scotland, you can apply through an umbrella body to [Disclosure Scotland](#). [Volunteer Scotland](#) are one such umbrella body which can process volunteer enhanced DBS checks for free if your club signs up and meets certain criteria.



Clubmark Accreditation Criteria Guide

Here you will find the Clubmark criteria for accreditation alongside British Dodgeball guidance and links to editable resources to aid you in your application. Further assistance can be given by emailing aden@britishdodgeball.com.

Activity / Playing Programme

Your Club needs to look at the opportunities you are providing, when you are providing them, how you are delivering them and by whom.

Clubmark Criteria - Playing Programme	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
1.1 The Club provides a suitable activity / playing programme(s) which demonstrates and promotes NGB standards	Playing Programme <ul style="list-style-type: none"> The Club playing programme 	<ul style="list-style-type: none"> Use a screenshot of your Training Details page on your website/social media
1.2 Where appropriate in partnership with British Dodgeball, the Club offers development pathways for all talented athletes	Development Pathway <ul style="list-style-type: none"> Examples/evidence of a British Dodgeball supported development pathway The Club evidences how they recognise and provide support to individuals who show potential or who want to develop Evidence of communication with parent(s)/carers where appropriate 	<ul style="list-style-type: none"> If you run youth sessions or work with local community/university clubs, show how players progress through each age group. Find an example here Evidence how you refer players to national squad trials
1.3 The playing programme is regularly reviewed to ensure it continues to meet the needs of members and delivery is of a high quality	Quality of delivery <ul style="list-style-type: none"> Evidence of engaging with members to review their satisfaction Evidence of actions taken 	<ul style="list-style-type: none"> Use our editable player feedback forms every 6 months to gauge member satisfaction levels
1.4 The Club actively welcomes and encourages new members and delivers sessions appropriate to their ability	New members <ul style="list-style-type: none"> Evidence of sessions for new members and delivery of sessions appropriate for their ability Evidence of sessions to meet all abilities 	<ul style="list-style-type: none"> Use screenshots of your Training Details page on your website/social media if you run beginner-only/open sessions Dedicate a coach to take new players through the rules, how to throw etc. Use photos/anecdotal evidence of this (be sure to get permission for photos first)

Clubmark Criteria Continued	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
<p>1.5 The Club ensures all coaches are appropriately qualified and meet minimum standards as set by British Dodgeball</p>	<p>Coaching</p> <ul style="list-style-type: none"> Records of all coaches and their relevant technical qualifications, experience aligned to British Dodgeball minimum standards Details of coach to participant ratios for all sessions as set by British Dodgeball 	<ul style="list-style-type: none"> Use copies of coaching qualifications Use copies of coach DBS checks Use copies of coach safeguarding qualifications British Dodgeball's recommended coach: participant ratio is 1:18 for adults and 1:10 for youth
<p>1.6 Coaches, volunteers, instructors, Club activators, Club Welfare Officers and all those involved in delivery of suitable activity / playing programme understand their roles, responsibilities and expected standards of behaviour</p>	<p>Code(s) of conduct</p> <ul style="list-style-type: none"> Code(s) of conduct and role outlines for all coaches, volunteers, instructors and Club activators and Club Welfare Officers - demonstrate how this is implemented at induction and reviewed within the Club 	<ul style="list-style-type: none"> Use our editable code of conduct to set expected standards of behaviour within your club Use our editable committee handbook to outline your committee member's roles Use our editable induction policy to show how new committee members are made aware of their responsibilities
<p>1.7 Those involved in the delivery of the playing programme are provided with support and participate in regular training and development</p>	<p>Ongoing development</p> <ul style="list-style-type: none"> Evidence of regular / ongoing training and development for coaches, volunteers, instructors and Club activators (including formal and informal training) 	<ul style="list-style-type: none"> Use copies of coaching qualifications Assign an experienced coach to coach development and have them observe other coaches to give feedback. Use photographic/ anecdotal/ written evidence of this

Duty of Care and Welfare

It is the duty of every Club to and to take steps to ensure that all can enjoy the sport offered by the Club in a safe environment.

Clubmark Criteria - Duty of Care and Welfare	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
<p>2.1 The Club ensures that all activities take place in a safe environment that complies with legal requirements</p>	<p>Safe Environment</p> <ul style="list-style-type: none"> • Health & Safety policy and evidence of how this complies with statutory requirements and those set by British Dodgeball • Evidence of examples of actions taken to ensure members are safe • Completed risk assessment forms • Sample accident / incident report form • Evidence of access to first aid equipment and appropriate staff / volunteers trained in first aid 	<ul style="list-style-type: none"> • Use and implement our editable health and safety policy • Use our editable risk assessment • Use our editable accident record form • Use our editable accident and injury policy • Evidence your first aid trained club members/ evidence access to your training venue's first aid officer • Use copies of first aid training certificates
<p>2.2 The Club has necessary provision in place for the safeguarding and welfare of its members</p>	<p>Child & Adults at Risk Safeguarding</p> <ul style="list-style-type: none"> • Evidence of a welfare and safeguarding policy and reporting procedures linked to British Dodgeball • Designated Welfare Officer(s) with a clear role / job description • Evidence of implementation of welfare and safeguarding procedures for recruitment, induction and deployment of workforce • Evidence of how the Club collects and safely stores all members registration details - to include information on contact details, disability, medical conditions, parental consent(s) and emergency contact information • The Club evidences how it follows British Dodgeball or CSPU guidance regarding photography, mobile phones, social media, events, overnight stays and travel • All members including young people and parents / carers are made aware of these policies and procedures • Evidence that all lead coaches and volunteers working in regulated activity are subject to a DBS check at enhanced level (including a barred list check); and that other individuals in DBS eligible roles undertake an enhanced level DBS check (without a barred list check) 	<ul style="list-style-type: none"> • Use and implement our editable safeguarding children and vulnerable adults policy • Use our editable committee handbook to show your welfare officer's role • Use our editable safeguarding referral form • Use our editable induction policy to show how new committee members are made aware of safeguarding • Use copies of safeguarding qualifications • Use our editable new starter form and youth player consent form to collect new player details. • Use our editable data protection policy • Make these policies available to your members via your website or social media • Use copies of coach DBS checks

Clubmark Criteria - Duty of Care and Welfare	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
<p>2.3 There are clear systems to report, respond to and manage safeguarding concerns or allegations of poor practice or abuse that arise</p>	<p>Systems of reporting</p> <ul style="list-style-type: none"> • The Club has robust responding and reporting procedures for indicators or allegations of poor practice or abuse within the Club • The Club must have a written complaints and disciplinary policy to address breaches of codes of conduct or the safeguarding policy - this must be communicated to all members, parents / carers, coaches, volunteers, instructors and Club activators 	<ul style="list-style-type: none"> • Use our editable safeguarding referral form so members can report any abuse or neglect • Use our editable disciplinary and complaints procedure so members can report poor practice and display this on your website/social media • Ensure there is an alternative person to report to besides the welfare officer in the event the welfare officer is involved in a safeguarding or poor practice issue
<p>2.4 Coaches, volunteers, instructors, Club activators and Club Welfare Officers receive an induction which includes information about safeguarding responsibilities, policy and procedures, and are appropriately trained in Safeguarding and Child Protection</p>	<p>Training</p> <ul style="list-style-type: none"> • All members and coaches have an awareness of the welfare and safeguarding policies and how to raise any concerns they might have • The Welfare Officer(s) and all coaches to attend a CPSU / British Dodgeball recognised face to face 'Safeguarding Awareness Workshop' and refresher training to be taken every 3 years (refresher training may be online) • Evidence of communication of safeguarding information to all members and parents / carers • Records of details of Welfare Officer(s) and coaches' technical qualifications, safeguarding training records and DBS checks available through the Club (or accessible through British Dodgeball) 	<ul style="list-style-type: none"> • Use our editable induction policy to show how new committee members are made aware of safeguarding • Use our editable safeguarding referral form so members can report any abuse or neglect • Use copies of safeguarding qualifications • Make all welfare policies available on your website or social media • Use copies of coaching qualifications • Use copies of coach DBS checks

Knowing your Club and Community

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.

Clubmark Criteria - Knowing your Club and Community	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
<p>3.1 The Club engages with and demonstrates an awareness and appreciation of who its current members, volunteers, coaches, instructors and Club activators are</p>	<p>Members</p> <ul style="list-style-type: none"> • Evidence that the Club actively engages with its current members on general / overall levels of satisfaction and acts on feedback • The Club consults with members to ensure their offers meet their needs e.g. quality of facility, pricing of sessions <p>Coaches, volunteers, instructors, Club activators and Club Welfare Officers</p> <ul style="list-style-type: none"> • The Club recognises the contribution of coaches, volunteers, instructors, Club activators and Club Welfare Officer(s) • The Club actively engages in succession planning through recruitment of new coaches, volunteers and Club activators 	<ul style="list-style-type: none"> • Use our editable player feedback forms every 6 months to gauge member satisfaction levels • Use evidence of rewards that volunteers/staff members receive (e.g. free sessions, kit, travel expenses, annual gifts) • Use evidence of any recruitment posts where new volunteers/committee members/coaches are recruited/ selected/ elected
<p>3.2 The Club creates an inclusive and welcoming environment for all members at all levels</p>	<p>Inclusivity</p> <ul style="list-style-type: none"> • The Club has an inclusion / equity policy • Coaches, volunteers, instructors, Club activators and Club Welfare Officers are appropriately trained / made aware of the inclusion policy of the Club • The Club has documentation specifically for new members as part of induction; this can be in a range of formats • The Club welcomes and encourages new members from all sectors of the community as appropriate and uses appropriate methods of communication to engage these audiences • The Club creates opportunities to actively engage specific audiences in coaching, volunteering, committee, activator roles • The Club evidences how it provides an inclusive programme for specific groups / audiences e.g. introductory session for targeted groups - women's session, youth, disabled participants etc. 	<ul style="list-style-type: none"> • Use and implement our editable equality and diversity policy • Use and implement our induction policy • Use our new starter forms to collect new player details • Use a screenshot of your Training Details page on your website/social media to show targeted group sessions (e.g. women's, youth, disabled participants etc.)

Clubmark Criteria - Knowing your Club and Community	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
3.3 The Club proactively encourages new members and manages the process for waiting lists where this applies	Engaging as widely as possible <ul style="list-style-type: none"> • The Club assigns an appointed person for new member enquiries • Evidence that the Club has an agreed approach to increase participation from specific groups / audiences e.g. women, disabled participants, and young people • The Club has due process in place for waiting lists if operating at full capacity and communicates these as required 	<ul style="list-style-type: none"> • Use our editable committee handbook to show who is responsible for new member enquiries • Use evidence from meeting minutes where target groups have been selected to increase participation
3.4 The Club actively engages with members and has an agreed approach regarding engagement for the future	Ongoing communication with members <ul style="list-style-type: none"> • The Club evidences ongoing communications with members via the appropriate method e.g. newsletters, website, social media etc. • Club evidences retention activities • Evidence that the Club actively follows up with non-active members and lapsed members to re-engage • Examples of appropriate sessions developed through partnerships with local schools, colleges and community groups 	<ul style="list-style-type: none"> • Use evidence of any retention activities (e.g. prizes for highest attendance/money off every 5th session etc.) • Use evidence of communication between local schools, colleges and community groups where you have advertised your sessions or ran taster sessions for them

Club Management

Clubs that are well managed tend to be more successful and sustainable for the future as well as being prepared in the event of emergencies.

Clubmark Criteria - Club Management	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
4.1 The Club's activities, premises and coaches are insured	Club Insurance <ul style="list-style-type: none"> • Copies of insurance regardless of owning, leasing or sharing facilities • Copies of coaches insurance 	<ul style="list-style-type: none"> • Use evidence of British Dodgeball public liability insurance (email aden@britishdodgeball.com for a copy).
4.2 The Club, team or league is affiliated to British Dodgeball	NGB <ul style="list-style-type: none"> • Evidence of British Dodgeball affiliation 	<ul style="list-style-type: none"> • Use evidence of British Dodgeball club membership
4.3 The Club has governing documents in place and demonstrates how the Club is managed	Governance <ul style="list-style-type: none"> • The Club evidences appropriate governance documents which set out why the org exists, demonstrates how decisions are made and how it operates • The Club evidences what steps are taken to ensure they are accessible to all sections of the community - if not, then why not? • The Club is governed by a committee who meets regularly - decision making is recorded (minutes) and approved • The Club evidences how they currently elect members to their committee • Club management / committee engage in training • The Club evidences that it has a bank account with two independent signatories • The Club evidences that annual accounts are prepared and reviewed independently by someone other than the person who has prepared them • The Club evidences that all final accounts are made available to members (membership organisations) 	<ul style="list-style-type: none"> • Use our editable club constitution • Use our editable committee handbook • Use evidence of all-comers sessions which are inclusive to all members of the community • Use evidence of any Club Matters online training that members of the committee have completed

Clubmark Criteria – Club Management	Club Matters Evidence Requirements	British Dodgeball Guidance/ Resources
4.4 All those involved in the management of the Club understand their roles & responsibilities within the Club and what is expected of them	Roles and Responsibilities <ul style="list-style-type: none"> • The Club evidences codes of conduct and role outlines specific to all those involved in the management of the Club • Conflicts of interest are recognised, managed effectively - the chair manages conflicts of interests e.g. if there is a conflict of interest, the relevant member will be excluded from decision making • The Club evidences that at least three of the people on the committee are unrelated or non-cohabiting 	<ul style="list-style-type: none"> • Use our editable committee handbook • Explain how conflicts of interest are managed by the committee.
4.5 The Club has specific membership categories and pricing policies as appropriate	Specific membership <ul style="list-style-type: none"> • The Club evidences different classifications of membership categories and Club's pricing policy 	<ul style="list-style-type: none"> • Use evidence of student prices, newcomer offers etc.
4.6 The Club is proactive about development through structured and shared planning and where relevant develops outreach work	Club development <ul style="list-style-type: none"> • The Club evidences a development / improvement plan 	<ul style="list-style-type: none"> • Use our editable club development plan