

MEMBER CLUB & DODGEMARK GUIDE



BRITISH
DODGEBALL

Member Club Guide

British Dodgeball clubs can either be recognised as a:

- Member Club – A club that holds basic or premium club membership with British Dodgeball
- Dodgemark Club – See next page

Member Club Criteria

To become a British Dodgeball member club, community clubs must have the following 7 criteria in place. Many are extremely simple, and information can be supplied when renewing your annual basic/premium club membership.

Club Management	<ul style="list-style-type: none"> • Club email account • Annual basic/premium club membership 	<input type="checkbox"/> A club email can be a simple, free email account which committee members can access <input type="checkbox"/> This can be purchased from the British Dodgeball shop
Member Engagement	<ul style="list-style-type: none"> • Report last season's club membership statistics to British Dodgeball 	<input type="checkbox"/> Enter last season's club membership figures when completing/renewing your annual club membership
Playing Programme	<ul style="list-style-type: none"> • Club training venue 	<input type="checkbox"/> Enter your club training address when completing/renewing your annual club membership
Duty of care	<ul style="list-style-type: none"> • Appointed safeguarding officer • A safeguarding policy • One British Dodgeball Level 2 qualified coach (minimum) 	<input type="checkbox"/> It is recommended that the appointed safeguarding officer has completed a safeguarding course – the NSPCC 'introduction to safeguarding and child protection' course costs £25 and takes approx. 3 hours to complete online <input type="checkbox"/> Verify you have a safeguarding policy when completing/renewing your annual club membership <input type="checkbox"/> Prospective coaches can sign up for a coaching course here

This is the minimum criteria which all clubs must meet in order to be recognised as a community club by British Dodgeball. Should they choose, clubs can also apply for Dodgemark club accreditation in order to demonstrate they are set up for success and access further benefits from British Dodgeball. To find out more about Dodgemark, please continue reading.

Dodgemark Club Accreditation



What is Dodgemark Club Accreditation?

- Dodgemark has been set up in order to provide a kitemark accreditation for dodgeball clubs and to help support the clubs to have the strong procedures and systems in place for safe, engaging dodgeball delivery in their communities.
- Dodgemark club accreditation can be applied for by any community dodgeball club. Once achieved, it can be renewed every two years.
- To earn Dodgemark accreditation, clubs must evidence 29 criteria set out in 4 sections:
 - **Club Management** – Your club displays good governance
 - **Member Engagement** – Your club is inclusive of new members and communicates with existing ones
 - **Playing Programme** – Your club provides a range of opportunities for your members to play dodgeball
 - **Duty of Care** – Your club has robust health and safety procedures in place
- Dodgemark clubs can apply annually for British Dodgeball Club Development Funding, a scheme set up to support high-quality dodgeball clubs.

Benefits of Dodgemark

- Your club will be set up with the systems and processes needed for long term sustainability and success. The journey of completing the accreditation process will help you to better your understanding of how to operate a club and improve your club's systems.
- Your club will be more eligible for funding after receiving Dodgemark, including British Dodgeball Club Development Funding, which you can apply for annually.
- Your club could see an increase in new members and better member retention as it promotes an inclusive and safe environment for members. Achieving Dodgemark will have a positive impact on your ability to ensure you are operating to a high standard in terms of health, safety and welfare of all participants.
- Your club will have more developed coaches and therefore run more engaging sessions which better cater to the needs of all members.
- Your club can use the Dodgemark logo, giving parents, new members and potential partner organisations including schools and community organisations confidence they are getting involved with a well-developed club.
- The foundation for any club is its youth structure. The Dodgemark accreditation process is designed to assist clubs to attract and cater for young members, therefore building a strong future.

British Dodgeball Club Development Funding (for Dodgemark clubs only)

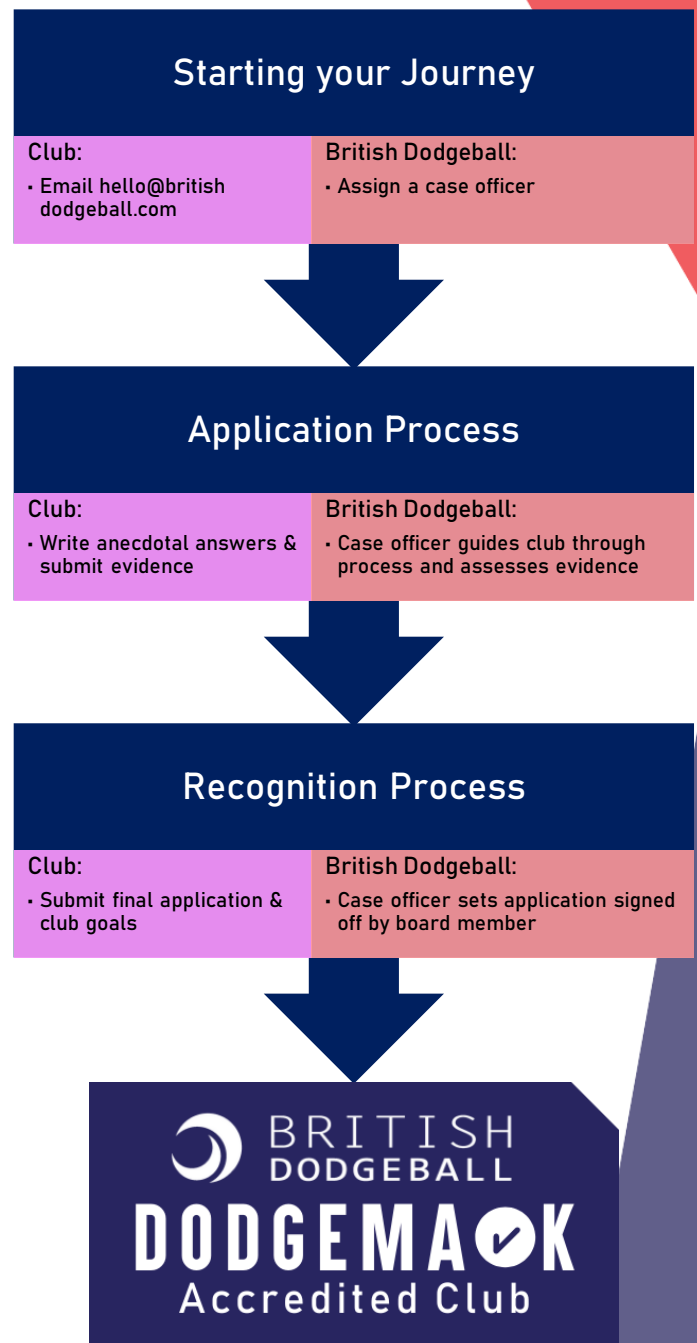
Dodgemark clubs can apply annually for £500 funding to go towards:

- The development of sustainable sessions for new groups (e.g. ladies, junior age groups)
- New equipment, coaching courses, competition fees and project expenses needed to improve the club & help the club maintain Dodgemark accreditation
- Operational costs for supporting existing club teams e.g. venue hire, competition fees

For more details, please visit our [Club Support](#) page.

How Does the Dodgemark Application Process Work?

1. Clubs can begin their recognition journey by emailing hello@britishdodgeball.com to be assigned a case officer. This person will be your guide throughout the process.
2. The application process itself will be done through a word document and evidence can be submitted as documents, photos and videos through an online shared drive which you will be allocated. Some of the criteria will require short written answers whilst others will need evidencing with your existing documents and policies.
3. When you have finished your application, your case officer will get your application signed off by a British Dodgeball board member and you will now be recognised as a Dodgemark club.
4. Dodgemark should be seen as a journey of improvement rather than assessment; sports clubs are ever-evolving and rather than passing judgement annually, we want to support you in developing your organisation to form a network of high-quality dodgeball clubs around the UK. If your assigned assessors do not yet consider your club to have achieved a certain criteria, then you will be invited to continue working on it as part of a dialogue, where recognition can be given once evidence is in place.



How do Dodgemark renewals work?

5. Dodgemark club accreditation needs to be renewed every two years. An assigned case officer will contact the club to organise the renewal process. This is shorter than the initial process:
 - a) Report on your three club goals – what did you achieve and what must be continued to strive for?
 - b) List three new club goals
 - c) Comment on the club's other successes
 - d) Provide an updated list of personnel & qualification details
6. Similar to the initial Dodgemark club accreditation process, the case officer will get the renewal application signed off by a British Dodgeball board member in order to confirm that the club has successfully renewed their Dodgemark accreditation.

Dodgemark Club Criteria

To achieve Dodgemark, clubs must evidence the following 30 criteria over 4 sections. Suggestions for evidencing each criteria is provided with links to show how clubs might approach the application process.

	Requirements (all previous, plus):	Further information/resources/evidence suggestions:
Club Management	<p>Governance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A committee made up of at least three non-related, non-cohabiting people <input type="checkbox"/> Constitution <input type="checkbox"/> Regular committee meetings (at least 4 per year) <input type="checkbox"/> Manage conflicts of interests appropriately in line with a statement/policy <input type="checkbox"/> Insurance certificate (if not a premium member club) <input type="checkbox"/> Regular election of higher-level committee members (every three years minimum) <input type="checkbox"/> Have at least one level of club membership <p>Finances:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An organisation bank account with at least two signatories <input type="checkbox"/> An accurate financial record <input type="checkbox"/> Annual accounts prepared, scrutinised independently and made available to members 	<ul style="list-style-type: none"> <input type="checkbox"/> Refer to the new club start-up guide for guidance <input type="checkbox"/> Constitution template <input type="checkbox"/> This should be specified in your constitution <input type="checkbox"/> This should be specified in your constitution <input type="checkbox"/> Public liability insurance certificate/policy schedule <input type="checkbox"/> This should be specified in your constitution <input type="checkbox"/> Membership policy <input type="checkbox"/> Organisation bank statement/letter <input type="checkbox"/> Club finance tracker <input type="checkbox"/> Club finance tracker / Completed annual financial record with details of who has scrutinised this <input type="checkbox"/> Evidence how this is shared with members
<p><i>Note: These criteria are in line with Sport England's A Code For Sports Governance and completing them will significantly boost a club's ability to access funding.</i></p>		
Member Engagement	<p>Inclusion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have an inclusion policy & hold inclusive sessions for adults & juniors of all abilities <input type="checkbox"/> Recognise & reward the hard work of your club's volunteers <p>Communication:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Point of contact for new members <input type="checkbox"/> Ongoing communication with existing members 	<ul style="list-style-type: none"> <input type="checkbox"/> Inclusion policy <input type="checkbox"/> Evidence of sessions catering for at least 3 of the following groups: U11, U13, U15, U17, women, beginners, faith group, disability, adult social, elite (<i>at least 1 must be a junior and 1 must be an adult session</i>) <input type="checkbox"/> Evidence of benefits/rewards and acts of gratitude towards club volunteers <input type="checkbox"/> Membership policy <input type="checkbox"/> Evidence of a system for welcoming new members <input type="checkbox"/> Evidence of communication to engage and inform existing members

	Requirements (all previous, plus):	Further information/resources/evidence suggestions:
Playing Programme	<p>Coaching:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A British Dodgeball Level 3 qualified coach <input type="checkbox"/> Enough British Dodgeball qualified coaches for high quality sessions (<i>1:15 participants</i>) <input type="checkbox"/> Appropriate coaching structure in place (e.g. head coach, team coaches, assistant coaches, leaders) <p>Sessions & Competition:</p> <ul style="list-style-type: none"> <input type="checkbox"/> High-quality sessions to meet all ability levels <input type="checkbox"/> Regularly enter British Dodgeball competitions <input type="checkbox"/> Have a competition calendar accessible for all ability levels <input type="checkbox"/> Have at least 2 qualified referees 	<ul style="list-style-type: none"> <input type="checkbox"/> Prospective coaches can sign up to a coaching course here <input type="checkbox"/> Evidence of ratios being adhered to <input type="checkbox"/> Coaching/committee database <input type="checkbox"/> Evidence of appropriate coaching structure <input type="checkbox"/> Evidence of high-quality sessions (session plans, photos, videos) <input type="checkbox"/> Evidence competitions entered <input type="checkbox"/> Evidence of competitive opportunities for a range of groups at the club <input type="checkbox"/> Prospective referees can sign up to an officiating course here
Duty of care	<p>Policies & Procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safeguarding & reporting procedure in line with safeguarding policy <input type="checkbox"/> Complaints and disciplinary procedure <input type="checkbox"/> Health and safety procedure in line with accident and injury policy <input type="checkbox"/> Club code of conduct/adherence to British Dodgeball code of conduct <input type="checkbox"/> Member data collected & stored in line with GDPR <input type="checkbox"/> Policies accessible to members <p>Safety & Safeguarding</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access to first aid at sessions <input type="checkbox"/> DBS checks for coaches who regularly work with under 18's <input type="checkbox"/> Record of committee members' and coaches' first aid, safeguarding & coaching qualifications and DBS checks 	<ul style="list-style-type: none"> <input type="checkbox"/> Safeguarding policy <input type="checkbox"/> Complaints & disciplinary policy <input type="checkbox"/> Health & safety policy <input type="checkbox"/> Accident & injury policy <input type="checkbox"/> Risk assessment <input type="checkbox"/> Code of conduct <input type="checkbox"/> Membership policy referencing British Dodgeball code of conduct <input type="checkbox"/> Data protection policy <input type="checkbox"/> Privacy notice <input type="checkbox"/> Evidence how policies are shared with members <input type="checkbox"/> Confirm who supplies first aid (the venue/club) <input type="checkbox"/> Coaching/committee database <input type="checkbox"/> Can be obtained with Case Officer's guidance <input type="checkbox"/> Coaching/committee database <input type="checkbox"/> Coaching/committee database