

# CLUB STAGES



NON-PROFIT ORGANISATIONS



Informal Group  
Developing Club  
Sustainable Club  
Established Club  
Dodgemark Club



BRITISH  
DODGEBALL

## CLUB MANAGEMENT

CM1. Governance CM2. Financial

## MEMBER ENGAGEMENT

ME1. Inclusion & Comms ME2. Membership

## PLAYING PROGRAMME

PP1. Workforce PP2. Activity Offer

## DUTY OF CARE

DC1. Policies DC2. Safety

# SUPPORTING OUR CLUBS ON THEIR JOURNEY



Our Club Stages document has been developed using sources which include:

- British Dodgeball Club Membership Requirements (2023-24)
- British Dodgeball Dodgemark Criteria (203-24)
- Sport England's Clubmark Criteria (2019)
- Sport England's A Code for Sports Governance (2024)
- Input from Member Club Key Organisers (2024)

This document outlines different stages of club, which we categorise as:

- **Informal Group**: A group who are not formally constituted. This may be due to the group being a group of friends, or a new club at the very start of their journey. They need to only fulfil some key requirements such as registering members for competitive play and agreeing to the code of conduct in order to ensure they are subject to British Dodgeball rules and regulations.
- **Developing Club**: A club which is formally constituted and holds membership with British Dodgeball. They fulfil basic requirements to operate such as holding a bank account, having a club email address, promoting sessions to the local community, having a qualified coach and safeguarding officer and having key policies in place to ensure member safety.
- **Sustainable Club**: A club continuing their growth in order to increase resilience in the face of risks and liabilities such as key organisers leaving, income falling etc. Sustainable clubs adhere to the above points in addition to forming a more robust committee, improving financial processes, catering to 2 sections of the community and developing a membership offer.
- **Established Club**: A club which is well established as an organisation which will exist well into the future, ensuring a positive impact on the local community on a long-term basis. An established club adheres to the above points in addition to sharing regular meeting minutes, holding sessions which cater for at least 3 sections of the community, a communications process for welcoming new members and a structured coaching team,
- **Dodgemark Club**: A club which is well-governed, financially secure, has robust communication with members and strong induction and training procedures for new members of the committee or workforce. A Dodgemark club adheres to the above points in addition to improving committee recruitment processes, demonstrating transparent financial practice, showing great communication with members and improving accessibility for all types of people.

Clubs are encouraged to use this document to understand the next stage of their development and set goals to help them reach this.

# CLUB STAGE CRITERIA

## CLUB STAGE

### CLUB MANAGEMENT

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club
<b>CM1 – GOVERNANCE</b>	1. Constitution		☺	☺	☺	☺
	2. Club email address		☺	☺	☺	☺
	3. BD support meeting attendance twice per annum		☺	☺	☺	☺
	4. Sustainability plan			☺	☺	☺
	5. A board or management team made up of at least three nonrelated, non-cohabiting people			☺	☺	☺
	6. Key committee roles fulfilled			☺	☺	☺
	7. 4 minuted committee meetings per annum shared with members				☺	☺
	8. Manage conflicts of interests				☺	☺
	9. Manage organisational risks & liabilities				☺	☺
	10. Seek to ensure diverse viewpoints are considered & that committees have suitable skills					☺
	11. Elections for relevant committee roles at least every three years					☺
<b>CM2 – FINANCES</b>	1. An organisation bank account		☺	☺	☺	☺
	2. A basic financial record of income and outgoings		☺	☺	☺	☺
	3. Working towards building up a reserve of 3 months of average outgoings		☺	☺	☺	☺
	4. Financial decision-making & processing is not managed by one person alone			☺	☺	☺
	5. An accurate, categorised financial record			☺	☺	☺
	6. Working towards building up a reserve of 6 months of average outgoings/reserves policy			☺	☺	☺
	7. Remuneration policy & payment terms outlined					☺
	8. Annual accounts prepared, scrutinised independently & made available to members					☺
	9. Financial forecast to aid budget allocations					☺

### MEMBER ENGAGEMENT

<b>ME1 – INCLUSION &amp; COMMS</b>	1. Hold sessions open to at least 1 section of the local community		☺	☺	☺	☺
	2. Actively promote sessions to local community		☺	☺	☺	☺
	3. Hold sessions which specifically cater for at least 2 sections of the local community			☺	☺	☺
	4. Ongoing communication with existing members regarding British Dodgeball & club updates			☺	☺	☺
	5. Have an inclusion policy			☺	☺	☺
	6. Hold sessions which specifically cater for at least 3 sections of the local community				☺	☺
	7. Accessible to disabled people					☺
	8. Collect regular member feedback to inform change and address concerns					☺
<b>ME2 – MEMBERSHIP</b>	1. Ensure players hold an appropriate level of British Dodgeball membership	☺	☺	☺	☺	☺
	2. Ensure competing players register additional club or group if necessary	☺	☺	☺	☺	☺
	3. Hold British Dodgeball club membership		☺	☺	☺	☺
	4. Hold coach membership or other insurance for coaches working outside of a club setting		☺	☺	☺	☺
	5. Have at least one level of player membership			☺	☺	☺
	6. Assigned point of contact for new members				☺	☺
	7. Recognise & reward the hard work of your club's volunteers					☺

## CLUB STAGE CRITERIA

### CLUB STAGE

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club
<b>PLAYING PROGRAMME</b>						
<b>PP1 – WORKFORCE</b>	1. Club referee lead	☺	☺	☺	☺	☺
	2. A coach who meets minimum deployment criteria at each session	☹	☺	☺	☺	☺
	3. Adhere to minimum coach:participant ratios	☹	☺	☺	☺	☺
	4. Appropriate coach workforce structure	☹	☹	☹	☺	☺
	5. A British Dodgeball Level 3 qualified coach	☹	☹	☹	☺	☺
<b>PP2 – ACTIVITY OFFER</b>	1. Hold regular sessions at local venue for all existing club sections	☹	☺	☺	☺	☺
	2. Regularly enter British Dodgeball competitions and/or other events	☹	☹	☺	☺	☺
	3. High-quality sessions accessible for all ability levels	☹	☹	☺	☺	☺
	4. Have a competition calendar accessible for all ability levels	☹	☹	☹	☹	☺
	5. Promote opportunities to train and work as event referees & coordinators	☹	☹	☹	☹	☺
<b>DUTY OF CARE</b>						
<b>DC1 – POLICIES</b>	1. Adherence to British Dodgeball code of conduct	☺	☺	☺	☺	☺
	2. Risk Assessment	☹	☺	☺	☺	☺
	3. Data protection policy	☹	☺	☺	☺	☺
	4. Club code of conduct	☹	☹	☺	☺	☺
	5. Policies easily accessible to members	☹	☹	☺	☺	☺
	6. Complaints and disciplinary policy	☹	☹	☹	☺	☺
	7. Recruitment policy	☹	☹	☹	☹	☺
<b>DC2 – SAFETY</b>	1. Access to first aid at sessions & competitions	☺	☺	☺	☺	☺
	2. Appointed safeguarding officer with recommended safeguarding training	☹	☺	☺	☺	☺
	3. Safeguarding policies & procedures for both adults and children sections	☹	☺	☺	☺	☺
	4. Criminal record checks for coaches working in regulated activity	☹	☺	☺	☺	☺
	5. Health and safety procedure in line with accident and injury policy	☹	☹	☺	☺	☺
	6. Record of committee members' & coaches' qualifications & training including expiry dates	☹	☹	☹	☹	☺

## FURTHER INFORMATION

Over the next pages, each criterion is explained in more detail and links/resources are provided to assist clubs. Links may direct you to editable templates created by British Dodgeball which your club can edit and adopt, or links to other useful sources, such as the government website or the Buddle website which can provide you with further guidance.

## NAVIGATION

You can navigate between each section by clicking the section you want to go to at the bottom of each page. Simply click on one of the underlined sections to be taken to it from any page in the document:

# CLUB MANAGEMENT

## CLUB STAGE

### CM1 – GOVERNANCE

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club
1.	<b>Constitution</b>  <ul style="list-style-type: none"> <li><a href="#">Constitution template</a></li> </ul> <p>Organisations that are set up with an appropriate structure can make decisions about their activity more effectively. That's why it's important to consider carefully the most suitable legal format for your organisation, taking into account the pros and cons of the various possible options. Your constitution should state important information such as who holds responsibility, how AGM's are held and how often other meetings will take place.</p>					
2.	<b>Club email address</b>  <ul style="list-style-type: none"> <li><a href="#">Googlemail / Outlook</a></li> </ul> <p>An email address which multiple key volunteers can access is necessary for the sending &amp; receiving of communications. This is important to stay updated with the latest news, and to receive emails such as pre-event communications which can then be disseminated to your club members.</p>					
3.	<b>BD support meeting attendance twice per annum</b>  <ul style="list-style-type: none"> <li>Meeting slot options will be provided by your assigned Club Development Officer</li> </ul> <p>Accessing 1:1 meetings with a British Dodgeball development staff member provides tailored support for all clubs as they develop. During these meetings, your officer will discuss progress, provide bespoke advice, provide key updates and help you to set new goals to aid progression.</p>					
4.	<b>Sustainability plan</b>  <ul style="list-style-type: none"> <li><a href="#">Sustainability Plan template</a></li> </ul> <p>A sustainability and succession plan which maps out key strategies for managing what your club will do before and after key volunteers leave their roles will help to lessen the significance of this unfortunate circumstance and ensure the void each individual leaves can be filled so the club can continue to operate at a high level.</p>					
5.	<b>A board or management team made up of at least three unrelated, non-cohabiting people</b>  <ul style="list-style-type: none"> <li><a href="#">Constitution template</a></li> </ul> <p>People who are related to each other or who live together can often share similar interests and similar opinions. They may not be aware of the similarity of their views, but it is a common tendency and can undermine the balance of the decision-making process. To ensure balance in decision-making, at a minimum, at least three of your governing committee members should be unrelated and not cohabiting. One way to monitor that the committee meets the Requirement is to include a statement at the end of the conflict of interest form asking each member to confirm their status.</p>					
6.	<b>Key committee roles fulfilled</b>  <ul style="list-style-type: none"> <li><a href="#">Org Chart template</a></li> <li><a href="#">Committee Roles template</a></li> </ul> <p>No matter what your committee or structure is, a successful club has individuals in clearly defined roles who undertake key operational tasks. These include managing the club workforce; collection of payments &amp; tracking of finances; ensuring safety; coaching of sessions; marketing; overseeing club development; competition, kit &amp; equipment administration; communication with members; and referee training. One person can fulfil multiple roles, as long as they have capacity and the roles are well-defined.</p>					
7.	<b>4 minuted committee meetings per annum shared with members</b>  <ul style="list-style-type: none"> <li><a href="#">Constitution template</a></li> <li>Previous meeting minutes</li> <li>Evidence how minutes are shared with members</li> </ul> <p>The aim of meeting regularly is so that the governing committee can consider important topics and make decisions at the right time. You should hold at least four governing committee meetings per year and agree the dates in advance. Recording decisions means keeping a formal record of decisions the governing committee makes and who takes part in the meetings. As a membership organisation, you should publish the minutes or a summary of the meeting to provide members with information about decisions made.</p>					
8.	<b>Manage conflicts of interests</b>  <ul style="list-style-type: none"> <li><a href="#">Constitution template</a> - include as a statement in your constitution</li> </ul> <p>A conflict of interest is a situation where a person is in a position to personally benefit from decisions they make in their official capacity. If you ignore one, the individual may follow their personal interest instead of making a decision in the best interests of the organisation, or stakeholders may challenge the decision. Conflicts of interest will inevitably arise; it's how you deal with them that counts. They should be disclosed to your chair who should manage them by making sure that members do not vote on any decisions, or are excluded from discussions, where there is a conflict.</p>					

<p>9. Manage organisational risks &amp; liabilities</p>	<ul style="list-style-type: none"> <li>• <a href="#">Risk Register</a></li> </ul> <p>A successful sport organisation will think through what could go wrong to stop it achieving its aims, known as risk, and what the consequences could be if things go wrong, generally known as liabilities. Anticipating risks &amp; liabilities puts you in a better position to be able to take steps to avoid the problem or minimise its impact. When there are big risks that are difficult to control, you can be realistic about your plans and decide in advance if you should proceed. You can then move forward confidently knowing that you have thought through your plans and are able to deliver them.</p>				
<p>10. Seek to ensure diverse viewpoints are considered &amp; that committees have suitable skills</p>	<ul style="list-style-type: none"> <li>• <a href="#">Safe Recruitment Policy template</a></li> <li>• <a href="#">Committee Skills Matrix Survey template</a></li> </ul> <p>Organisations whose decision-making groups are diverse are stronger, more resilient &amp; more responsive to the needs of participants. Decision-makers should reflect the range of participants you work with and the wider local community as well as taking into account potential new audiences. Diversity is not limited to the nine protected characteristics defined by the Equality Act 2010 (age, disability, gender reassignment, marriage &amp; civil partnership, pregnancy &amp; maternity, race, religion or belief, sex &amp; sexual orientation). When recruiting new decision-makers, consider your organisation's current challenges &amp; opportunities as well as future ambitions. It's important to make sure that diverse viewpoints feed into decision-making, so think about other ways of capturing a range of views from the various groups of people you work with e.g. surveys or forums.</p>				
<p>11. Elections for relevant committee roles at least every three years</p>	<ul style="list-style-type: none"> <li>• <a href="#">Committee Processes template</a> / Specify in constitution</li> <li>• Evidence of voting process</li> </ul> <p>An organisation's situation will inevitably change over time. That means you may need different skills &amp; experience among the leadership. You should ensure that there are regular opportunities to refresh the membership of the governing committee. By electing people for a set period of time, the organisation can be responsive to its members, adapt to changing circumstances and ensure it has the right people with the right skills at the right time. In many cases, only some of the committee members are elected. If you do not hold elections due to the way your organisation is set up, you should still make sure you review the leadership roles regularly. It's desirable for organisations to have changes among the governing committee members from time to time so new people with different ideas can come in &amp; authority does not remain with a small group of individuals. Roles should be updated every three years as a minimum, and it is recommended that no individual hold a post for longer than nine years.</p>				



# CLUB MANAGEMENT

## CLUB STAGE

### CM2 – FINANCES

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club
1.	<p>An organisation bank account</p> <ul style="list-style-type: none"> <li>• Organisation bank statement/letter</li> </ul> <p>An organisation bank account allows your club to spend and receive money without it becoming mixed up with an individual's own transactions. This allows for easier tracking and reduces the likelihood of mistakes, malpractice or even fraud.</p>					
2.	<p>A basic financial record of income and outgoings</p> <ul style="list-style-type: none"> <li>• <a href="#">Club finance tracker</a></li> </ul> <p>Having appropriate oversight will give confidence in the financial security of your organisation. It will demonstrate that you have the ability to manage money and keep the organisation going in the future by providing you with the ability to adapt your costs to ensure you make the necessary amounts to break-even at minimum, and more preferably hold on to a small proportion of the income which can be kept as reserves.</p>					
3.	<p>Working towards building up a reserve of 3 months of average outgoings</p> <ul style="list-style-type: none"> <li>• Organisation bank statement</li> <li>• <a href="#">Club finance tracker</a></li> </ul> <p>There is no specific legal rule regarding how much of a charity or non-profit's income is allowed to be held in reserve. Having at least three month's of operating expenses kept in reserve allows your organisation to cover unexpected expenses, financially protect your organisation from closure and aid cash-flow to help cover costs such as competition entry, coach education or equipment without having to first collect member payments.</p>					
4.	<p>Financial decision-making &amp; processing is not managed by one person alone</p> <ul style="list-style-type: none"> <li>• <a href="#">Committee Processes template</a></li> <li>• <a href="#">Financial Processes template</a></li> </ul> <p>An important aspect of managing finances appropriately is to ensure that more than one person is involved in making financial decisions &amp; processing transactions. This not only helps guard the club against mistakes or fraud, but also protect the individuals involved.</p>					
5.	<p>An accurate, categorised financial record</p> <ul style="list-style-type: none"> <li>• <a href="#">Organisation bank statement</a></li> <li>• <a href="#">Club finance tracker</a></li> </ul> <p>A record-keeping system gives clubs the ability to better track debtors and creditors; break down income and outgoing into multiple areas (so you can compare the financial health of one session vs another for example); prepare tax returns; raise funds; maintain good relationships with suppliers; and quickly answer financial queries from members.</p>					
6.	<p>Working towards building up a reserve of 6 months of average outgoings or a reserves policy</p> <ul style="list-style-type: none"> <li>• <a href="#">Reserves Policy template</a></li> <li>• <a href="#">Gov Reserves Policy Guidance</a></li> </ul> <p>A reserves policy outlines how much money the organisation will aim to keep in reserve and what this might be spent on. It gives confidence to stakeholders and members that any money held back in reserve is being done so for good reason to further the organisation's aims &amp; objectives.</p>					
7.	<p>Remuneration policy &amp; payment terms outlined</p> <ul style="list-style-type: none"> <li>• <a href="#">Financial Processes template</a></li> </ul> <p>It is important for financial transparency to outline who receives what remuneration and for what reason. This helps to avoid communication issues on financial matters and gives members confidence that funds are being spent appropriately.</p>					
8.	<p>Annual accounts prepared, scrutinised independently &amp; made available to members</p> <ul style="list-style-type: none"> <li>• <a href="#">Annual Financial Reporting template</a></li> </ul> <p>Someone who is independent of the person responsible for finance &amp; who has not been involved in preparing the accounts should review them. This could be a member of your governing committee or a completely independent person, ideally an accountant or someone familiar with accounts.</p>					
9.	<p>Financial forecast to aid budget allocations</p> <ul style="list-style-type: none"> <li>• <a href="#">Financial forecast template</a></li> <li>• <a href="#">Buddle - Budgeting</a></li> </ul> <p>Budgeting is an essential tool for managing your money. You can use it to plan for the short term and the long term, as it is usually set a year in advance. It's also known as a financial forecast. By setting a budget, you can identify potential difficulties before they happen.</p>					



#### CLUB MANAGEMENT

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#### MEMBER ENGAGEMENT

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# MEMBER ENGAGEMENT

## CLUB STAGE

### ME1 – INCLUSION & COMMUNICATION

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club	
1.	Hold sessions open to at least 1 section of the local community	<ul style="list-style-type: none"> <li><a href="#">Come Join In webpage</a></li> </ul> <p>British Dodgeball’s approach to developing the community game is to empower clubs to provide opportunities for their local community to play. Sections are made up of separate groups made up of the following groups of people: under 11’s, under 13’s, under 15’s, under 17’s, women, men &amp; adult (open gender).</p>					
2.	Actively promote sessions to local community	<ul style="list-style-type: none"> <li><a href="#">Buddle - Effective Marketing</a></li> <li><a href="#">Marketing Strategy template</a></li> </ul> <p>Community clubs should aim to engage as much of their local community as is within their reasonable capacity to ensure they are sustainable once any current players leave. Active promotion can be performed through websites, social media or emails, distributing flyers or posters, or through word of mouth.</p>					
3.	Hold sessions which specifically cater for at least 2 sections of the local community	<ul style="list-style-type: none"> <li><a href="#">Come Join In webpage</a></li> </ul> <p>Giving specific groups a space to play allows your club to put on a suitable offer for more members of the community. Sections are described as above in point 1. Examples of clubs with 2 different sections include a club with a men’s and women’s section where the number of members of each section means both are allocated clear time to play in their own section, an adults mixed and a u17’s section, or a club which has two u11 sections in opposite ends of a town so there is little overlap in session attendance.</p>					
4.	Ongoing communication with existing members regarding British Dodgeball & club updates	<ul style="list-style-type: none"> <li><a href="#">Buddle - Communications</a></li> <li><a href="#">Communications Plan template</a></li> </ul> <p>Your organisation’s communications are a key tool for participant &amp; volunteer recruitment &amp; retention. Messages may include information regarding upcoming sessions or social events, changes to procedures or volunteering opportunities. These can be shared through a number of methods, ranging from word of mouth to social media to direct emails.</p>					
5.	Have an inclusion policy	<ul style="list-style-type: none"> <li><a href="#">Inclusion policy</a></li> </ul> <p>The idea of inclusive and accessible membership is that your organisation actively tries to include all parts of the community in its work. More specifically, a wide and diverse range of people should access &amp; benefit from the services your organisation provides. Truly inclusive organisations take the time to consider who their community is, if their membership reflects this, and the best ways to communicate with everyone.</p>					
6.	Hold sessions which specifically cater for at least 3 sections of the local community	<ul style="list-style-type: none"> <li><a href="#">Come Join In webpage</a></li> </ul> <p>Giving multiple age groups the chance to play makes for a more diverse club which spans generations. The most successful sports clubs have a clear pathway for players to join and continue in the sport, which encourages lifelong participation. Sections are described as above in point 1 and examples given in point 3.</p>					
7.	Accessible to disabled people	<ul style="list-style-type: none"> <li><a href="#">Buddle - Disability Inclusion Hub</a></li> <li><a href="#">Activity Alliance - Taking a Person-Centred Approach</a></li> </ul> <p>1 in 5 people in England have a long-standing limiting disability or illness. Disabled people and people with a long-term health condition are twice as likely to be physically inactive than those without a disability or health condition. Providing opportunities to people and communities that have traditionally been left behind, and helping to remove the barriers to activity is important for creating a truly inclusive and accessible environment. Access the tool on Buddle’s disability inclusion hub to review your club’s accessibility.</p>					
8.	Collect regular member feedback to inform change and address concerns	<ul style="list-style-type: none"> <li><a href="#">Player Feedback Form template</a></li> </ul> <p>If you are to keep improving your club’s ability to provide members with a positive experience, you need to understand your club’s strengths and identify any areas for development. Sometimes, your organiser’s views may not align with the membership’s views and as such it can be extremely useful to ask for their views. This also helps the membership feel valued and gives them more ownership of the club.</p>					



### MEMBER ENGAGEMENT

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# MEMBER ENGAGEMENT

## CLUB STAGE

### ME2 – MEMBERSHIP

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club	
1.	Ensure players hold an appropriate level of British Dodgeball membership	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Membership page</a></li> </ul> <p>An individual membership which allows players to compete in events relevant for each specific age group is compulsory. Membership fees help to protect and grow the sport of dodgeball across the UK.</p>	☺	☺	☺	☺	☺
2.	Ensure competing players register additional club or group if necessary	<ul style="list-style-type: none"> <li><a href="#">Playing Registration &amp; Additional Club page</a></li> </ul> <p>In order to help members develop new clubs whilst supporting existing ones, individuals may sign up for an Additional Club along with their Primary Club. The idea behind this is to support the development of the sport by ensuring new clubs have the confidence to enter competitions and established clubs remain sustainable. This is closely regulated by the Technical Committee; players may not join an additional club without good reason.</p>	☺	☺	☺	☺	☺
3.	Hold British Dodgeball club membership	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Membership page</a></li> </ul> <p>Club membership is open to all dodgeball clubs that meet the minimum requirements outlined in this document. All teams competing in relevant leagues must belong to a British Dodgeball member club. Each member club forms part of a wider British Dodgeball team that works together to support the growth of the sport on a local, regional &amp; national level.</p>			☺	☺	☺
4.	Hold coach membership or other insurance for coaches working outside of a club setting	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Membership page</a></li> </ul> <p>Coach membership includes public liability insurance when delivering dodgeball-based activity in a range of settings (presuming the coach meets the minimum deployment requirements). This membership is open to all, although we recommend already being a Level 1 British Dodgeball coach (or completing the course as soon as possible after signup) in order to get the most out of the benefits this membership confers.</p>			☺	☺	☺
5.	Have at least one level of player membership	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Membership Policy template</a></li> </ul> <p>A formal membership can be free or incur a charge. It provides players with a clear sense of belonging and identity, resulting in increased club loyalty. Clubs with membership are better protected as they bind people to a code of conduct, and have more data which can be used to promote activity and enhance safeguarding practice. Club members may have voting rights and therefore more of a voice in decision-making. Clubs with a paid model will earn increased revenue to fund necessary items such as club membership, coach training, criminal record checks, new equipment etc.</p>				☺	☺
6.	Assigned point of contact for new members	<ul style="list-style-type: none"> <li><a href="#">Communications Plan template</a></li> </ul> <p>A clear system which signposts key contacts (e.g. a marketing volunteer who directs them to the session, then a coach who is assigned to welcome them and give a small introduction to the club &amp; the sport, and finally a referral to the club's membership lead who can inform them of membership options) is useful for both the new player and the club members involved so they are aware of their role throughout the recruitment process.</p>					☺
7.	Recognise & reward the hard work of your club's volunteers	<ul style="list-style-type: none"> <li><a href="#">Volunteer Benefits template</a></li> <li><a href="#">Sport England Buddle - Recognising volunteers</a></li> </ul> <p>Thanking volunteers for their time and effort is often forgotten about or overlooked in sports clubs, and is unfortunately, one of the main reasons why sports volunteers quit. Ways to recognise volunteers include celebrations during end of season events or during National Volunteers' Week, or regular recognition and appreciation of volunteers in newsletters, or other communications. Depending on how much work the volunteer does, offering tangible benefits such as free access to sessions could make sense.</p>					☺



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# PLAYING PROGRAMME

## CLUB STAGE

### PP1 – WORKFORCE

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club
1.	<p>Club referee lead</p> <ul style="list-style-type: none"> <li><a href="#">Club Referee Lead Webpage</a></li> </ul> <p>All clubs must have a nominated Referee Lead. Each lead is given support including access to online training &amp; regular referee updates so that they can cascade this knowledge to their club's membership to help improve the quality of refereeing at British Dodgeball events; be the club representative regarding officiating matters; and be accountable for any substandard refereeing due to lack of knowledge or efforts &amp; improve standards as required. This leads to a better experience for players at competition.</p>		☺	☺	☺	☺
2.	<p>A coach who meets minimum deployment criteria at each session</p> <ul style="list-style-type: none"> <li><a href="#">Coaching Course Webpage</a></li> <li><a href="#">Coach Education Pathway - Course Information</a></li> <li><a href="#">Safeguarding Webpage - Minimum Deployment Requirements</a></li> </ul> <p>For public liability insurance to be valid, each club session must be led by a coach who meets the minimum deployment requirements. These are: a Level 2 Certificate in Coaching Dodgeball, a first aid qualification if first aid is not provided by centre staff &amp; a criminal records check if working with vulnerable adults or children on a weekly basis. Safeguarding training is also highly recommended. Coaches must hold other insurance when coaching away from their club environment e.g. in a school.</p>			☺	☺	☺
3.	<p>Adhere to minimum coach:participant ratios</p> <ul style="list-style-type: none"> <li><a href="#">Recommended Coaching Ratios</a></li> </ul> <p>As your existing sections grow and your club develops new sections, one coach won't be able to focus on everyone. It is vital for players' safety and individuals development that they are properly supervised &amp; guided during sessions; clubs which comply with the recommended ratio of coaches to participants for each age group ensure that this obligation is met.</p>			☺	☺	☺
4.	<p>Appropriate coach workforce structure</p> <ul style="list-style-type: none"> <li><a href="#">Org Chart template</a></li> </ul> <p>Clubs are more effective if coaches collaborate as opposed to working in isolation; opportunities for coaches to discuss player development and upcoming plans is vital to understanding successes, resolving issues and creating a coherent and aligned approach. A clear hierarchy helps to define each person's role, and allows for a head coach to manage a workforce of team coaches, junior coaches, social session coaches and junior coaches by providing support and training opportunities to encourage the continuous development of coaches and developing a club-wide approach which will benefit players long-term.</p>				☺	☺
5.	<p>A British Dodgeball Level 3 qualified coach</p> <ul style="list-style-type: none"> <li><a href="#">Coaching Course Webpage</a></li> <li><a href="#">Coach Education Pathway - Progression Map</a></li> </ul> <p>A British Dodgeball Level 3 coach has learned about reflective practice; developing medium &amp; long-term plans; goal-setting; physical development; effective communication; and tactical implementation as well as conducting wider reading around sports coaching. As such, they are ideally suited to perform as an advanced practitioner or manage a club's coach workforce in a head coach or coach development role. Clubs which contain individuals who can apply an increased level of subject-specific knowledge will have better long-term results with regards to participation &amp; performance.</p>				☺	☺



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# PLAYING PROGRAMME

## CLUB STAGE

### PP2 – ACTIVITY OFFER

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club		
1.	Hold regular sessions at local venue for all existing club sections	<ul style="list-style-type: none"> <li><a href="#">Buddle - Facilities Guidance</a></li> </ul> <p>Clubs should give all members some regular opportunities to come together and play. These sessions are the foundation for your club as it may be the one regular occasion where you have face to face contact time with your members, allowing you not only to develop your members as players but also to pass on key club updates, ask for support when it is needed. Although each club can structure their session programme to suit their needs, all members should have the opportunity to attend at least one session per week.</p>			☺	☺	☺	☺
2.	Regularly enter British Dodgeball competitions and/or other events	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball events webpages</a></li> <li><a href="#">Competitions Organiser Guide</a></li> </ul> <p>An inclusive club is different things to different people. For more casual players, it provides a place for socialising, personal development, improving health and a place to unwind. For players who wish to take the sport more seriously, it should provide the chance to compete against club mates and other clubs. Competition motivates players to improve and therefore supports player retention as it is one of the key driving factors in many players' continued participation in dodgeball.</p>				☺	☺	☺
3.	High-quality sessions accessible for all ability levels	<ul style="list-style-type: none"> <li><a href="#">Coach Education</a> - evidence individuals getting chances to work at their own level</li> <li><a href="#">Lesson Plans</a></li> <li><a href="#">Coach Membership</a></li> </ul> <p>Players develop at an accelerated rate when they take part in sessions that are planned in advance; contain an appropriate level of challenge relative to their ability level; provide plenty of opportunity for practicing skills and developing tactics; maintain high levels of activity; and provide additional challenges (e.g. through increasing tactical understanding, developing physical fitness or competing against oneself or others). Sessions should be prepared and delivered so individuals of all ability levels can access these benefits.</p>				☺	☺	☺
4.	Have a competition calendar accessible for all ability levels	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball events webpages</a></li> <li><a href="#">Competitions Organiser Guide</a></li> </ul> <p>When people experience competition, they experience a whole host of benefits including developing friendships and meeting new people, becoming more determined and resilient, understanding the importance of respect for others, learning to develop self-control, experiencing being part of a team, learning how to set realistic goals and working towards achieving them, and aspiring to improve and challenge themselves. Having a competition calendar which players of all ability levels can access allows everyone at your club to enjoy these benefits.</p>						☺
5.	Promote opportunities to train and work as event referees & coordinators	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Referee Webpage</a></li> <li><a href="#">British Dodgeball Work With Us webpage</a></li> </ul> <p>Dodgeball is a young sport, with the main demographic of adult players being aged 20-30 years old. As such, there is not yet a strong tradition of retired players joining the workforce to continue their involvement in the sport as referees and committee organisers as is commonly seen in more traditional sports, e.g., cricket or netball. Growing and developing a workforce is a priority, and must be done to avoid this becoming a limiting factor for the provision of competitions; no coordinator means nobody is present to set up an event where your club can compete for instance. Clubs can support workforce development by signposting members to opportunities to work with British Dodgeball.</p>						☺



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## DUTY OF CARE

### CLUB STAGE

#### DC1 – POLICIES

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club
1.	<p><b>Adherence to British Dodgeball code of conduct</b></p> <ul style="list-style-type: none"> <li><a href="#">British Dodgeball Code of Conduct template</a></li> </ul> <p>Dodgeball is an inclusive sport that anyone can play. All those involved in the game at every level have a responsibility to act according to the highest standards of integrity, and share a collective responsibility to help provide a positive environment to ensure that the reputation of dodgeball is, and remains, excellent.</p>	☐	☐	☐	☐	☐
2.	<p><b>Risk Assessment</b></p> <ul style="list-style-type: none"> <li><a href="#">British Dodgeball Risk Assessment template</a></li> <li><a href="#">Buddle - Developing a Risk Register</a></li> </ul> <p>A risk assessment focuses on managing the health and safety aspects of your organisation. It sets out the known risks associated with your organisation's activities. It also assesses their likelihood and impact so you can keep everyone safe.</p>	☐	☐	☐	☐	☐
3.	<p><b>Data protection policy</b></p> <ul style="list-style-type: none"> <li><a href="#">British Dodgeball Privacy Notice template</a></li> <li><a href="#">British Dodgeball Data Protection Policy template</a></li> </ul> <p>The General Date Protection Regulations (GDPR) outline the way in which all organisations must handle personal information. They specify the rights of the individual (the data subject) and the responsibilities of any organisation that captures and stores personal data. Clubs must adhere to GDPR, keeping personal data private and secure.</p>	☐	☐	☐	☐	☐
4.	<p><b>Club code of conduct</b></p> <ul style="list-style-type: none"> <li><a href="#">British Dodgeball Club Code of Conduct template</a></li> </ul> <p>Although adherence of the British Dodgeball Code of Conduct is the minimum requirement in terms of conduct, clubs can benefit from having their own code of conduct. This allows the club to express your own values and add in specific rules for members to abide by which suit your club. This also supports your club during any internal disciplinary proceedings as you'll be able to determine whether any specific rules have been broken.</p>	☐	☐	☐	☐	☐
5.	<p><b>Policies easily accessible to members</b></p> <ul style="list-style-type: none"> <li><a href="#">British Dodgeball Club Code of Conduct template</a></li> </ul> <p>Policies are written documents that outline an organisation's commitments, procedures, and plans of action. They're not only good practice but can be a legal requirement. To embed and live your policies, your people all need to understand them and be aware of their importance. The way people act and behave are key to ensuring your policies are being lived out in everyday practices. Discuss your policies at events or meetings, share them on your website, social media or on noticeboards &amp; embed them into induction processes.</p>	☐	☐	☐	☐	☐
6.	<p><b>Complaints and disciplinary policy</b></p> <ul style="list-style-type: none"> <li><a href="#">British Dodgeball Complaints &amp; Disciplinary Policy template</a></li> </ul> <p>From time to time, clubs may be confronted with claims by a member about another member's behaviour or about the behaviour of a coach or official. Clubs also have to deal with breaches of rules from time to time. Any club dealing with a dispute should ensure that it has instructions which clarify how to submit a complaint in the first instance, and appropriate disciplinary rules and procedures which are transparent, unbiased and timely should these processes need to be followed.</p>	☐	☐	☐	☐	☐
7.	<p><b>Recruitment policy</b></p> <ul style="list-style-type: none"> <li><a href="#">British Dodgeball Recruitment &amp; Disclosure Policy template</a></li> <li><a href="#">British Dodgeball Safe Recruitment webpage</a></li> <li><a href="#">Sport England Buddle - Recruitment Policy template</a></li> </ul> <p>If you're recruiting new staff or volunteers, then you need a recruitment policy. This policy should outline how your organisation will appoint new members of the team using fair and consistent procedures. It should be formal enough to be safe and effective, but without intimidating potential recruits.</p>	☐	☐	☐	☐	☐



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## DUTY OF CARE

### CLUB STAGE

		Informal Group	Developing Club	Sustainable Club	Established Club	Dodgemark Club	
<b>1.</b>	<b>Access to first aid at sessions &amp; competitions</b>	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball First Aid webpage</a></li> </ul> <p>Clubs and groups are primarily responsible for keeping their members safe and must ensure they provide access to first aid at all sessions &amp; competitions they take part in. Club first aiders should have completed a first aid course which covers the role of the First Aider; dealing with an unconscious casualty; cardiopulmonary resuscitation (CPR); dealing with wounds and bleeding; minor injuries (small cuts, grazes and bruises, minor burns &amp; scalds); &amp; choking.</p>	☺	☺	☺	☺	☺
<b>2.</b>	<b>Appointed safeguarding officer with recommended safeguarding training</b>	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Safeguarding webpage</a></li> </ul> <p>Affiliated clubs have a responsibility to keep all members safe throughout and beyond their membership period with the club. Clubs should do this by having a safeguarding officer in place who has received recommended <u>safeguarding training</u> or vocational Level 1 safeguarding training as a minimum.</p>		☺	☺	☺	☺
<b>3.</b>	<b>Safeguarding policies &amp; procedures for both adults and children sections</b>	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Safeguarding webpage</a></li> </ul> <p>Safeguarding is a key responsibility for every organisation that delivers sport and physical activity. There are safeguarding essentials that all organisations should have in place, such as having stand-alone safeguarding adults and child protection policies and procedures, to ensure members of your group look out for one another and know how to report an issue.</p>		☺	☺	☺	☺
<b>4.</b>	<b>Criminal record checks for coaches working in regulated activity</b>	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Safe Recruitment webpage</a></li> <li><a href="#">British Dodgeball Criminal Records Checks</a></li> </ul> <p>Criminal record checks should be sought for coaches and people in positions of authority involved in regulated activity (working with children or vulnerable groups 4 times or more per month). This is one of British Dodgeball's minimum deployment criteria for coaches.</p>		☺	☺	☺	☺
<b>5.</b>	<b>Health and safety procedure in line with accident and injury policy</b>	<ul style="list-style-type: none"> <li><a href="#">British Dodgeball Accident &amp; Injury Policy Template &amp; Accident Recording Form</a></li> <li><a href="#">Sport England Buddle - Health &amp; Safety Essentials</a></li> </ul> <p>A Health and Safety Policy demonstrates how seriously an organisation takes its health and safety responsibilities. A good policy will show how the organisation protects those who could be affected by its activities as well as making it clear to everyone what's expected of them in order to comply. You'll also ensure people understand the policy and have everything in place to make it simple to follow e.g. an incident recording form.</p>			☺	☺	☺
<b>6.</b>	<b>Record of committee members' &amp; coaches' qualifications &amp; training including expiry dates</b>	<ul style="list-style-type: none"> <li><a href="#">Workforce Database template</a></li> </ul> <p>Having a centralised &amp; up-to-date record of who has received what training, and when training or credentials will expire, is extremely useful for allowing you to ensure your club always remains protected without any lapses in training which can have an impact on the validity of your club membership and any relevant insurances.</p>					☺

