

FINAL AMENDS

insport Club Criteria

Appendix 6a: insport Club Ribbon Standard submission front sheet



Standard: Ribbon

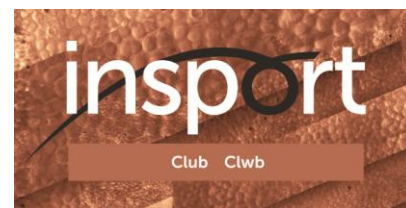
Name of Club: **County**

Name of insport Club Lead Officer:	Contact Number:
	Email:

Name of insport Club Case Officer:	Contact Number:
	Email:

	Included (please circle)
Workforce Development	
All Lead Coaches are appropriately qualified to deliver sessions	Y / N
All coaches within the Club have signed up to the Club 'Coaches Code of Conduct'	Y / N
Procedures	
The Club has a ' Club Constitution '	Y / N
The Club has a job description for the Lead and Assistant Coaches	Y / N
The Club requests information about the personal needs and requirements of all members, coaches, and volunteers.	Y / N
The Club has an appropriate Certificate of Insurance covering coaches/volunteers and participants/performers	Y / N
All individual's working in regulated activity have an appropriate Disclosure and Barring check	Y / N
A qualified first aider to be accessible during all Club sessions	Y / N
The Coach/volunteer to athlete ratio is consistent with the guidelines of your sport	Y / N
An appropriate risk assessment is conducted for all sessions	Y / N
The Club has a 'Welfare Policy'	Y / N
Communications	
Provide athletes/participants with access to information (through the Club) relating to local and National events which they might be involved with	Y / N
The Club have made an explicit commitment to inclusion and equity	Y / N

Appendix 6b: insport Club Bronze Standard submission front sheet



Standard: Bronze

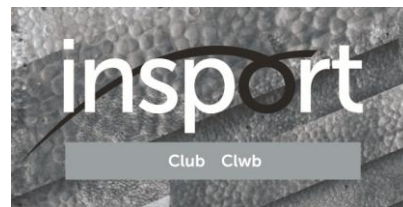
Name of Club: **County**

Name of insport Club Lead Officer:	Contact Number:
	Email:

Name of insport Club Case Officer:	Contact Number:
	Email:

	Included (please circle)
Workforce Development	
At least one coach/volunteer has attended a Disability Inclusion Training workshop (i.e. UK DIT (Coaches and Volunteers) or equivalent)	Y / N
The Club has a designated Welfare Officer who has attended the sports coach UK 'Safeguarding and Child Protection' and/or sports coach UK 'Safeguarding and Child Protection 2' workshop AND (a commitment to) attend a Protection of Vulnerable Adults (POVA) workshop	Y / N
One coach/volunteer present at Club session is a qualified first aider	Y / N
All parents/guardians have signed up to the 'Code of Conduct for Parents/Guardians'	Y / N
All participants/performers have signed up to the 'Code of Conduct for Participants/Performers'	Y / N
Procedures	
The Club has a 'Selection Policy' for events, tournaments and competitions	Y / N
The Club has a role description for the designated Welfare Officer	Y / N
Risk Assessments are completed prior to taking Club members to events/tournaments/competitions	Y / N
The Club has appropriate insurance cover for taking participants/performers/coaches/leaders/volunteers/support staff to events/tournaments/competitions	Y / N
The Club have a 'Travel and Transport Policy' which is communicated to the club membership	Y / N
The Club have an 'Equity Policy' which is reviewed and communicated to the club membership	Y / N
The Club 'Welfare Policy' is reviewed and communicated to the club membership	Y / N
Communications	
The Club provides each new member of the club with a ' Welcome Pack ' which includes key Club information and contact details	Y / N
Club is aware of the pathways for disabled people through their sport and individuals are signposted to appropriate progressions	Y / N

Appendix 6c: insport Club Silver Standard submission front sheet



Standard: Silver

Name of Club: **County**

Name of insport Club Lead Officer:	Contact Number:
	Email:

Name of insport Club Case Officer:	Contact Number:
	Email:

	Included (please circle)
Workforce Development	
All involved in the delivery of the activity to be working towards an appropriate (and next level) coach education or leadership qualification/award	Y / N
Write an appropriate role description for the 'Volunteer Co-ordinator'	Y / N
Nominate and elect a 'Volunteer Co-ordinator'	Y / N
All lead coaches and lead volunteers have attended Disability Inclusion Training (UK DIT (C&V) or equivalent)	Y / N
Procedures	
The club's 'Selection Policy' is inclusive of disabled athletes across the classifications within their sport.	Y / N
The Club must have a ' Care Support Policy ', and communicate this to all support staff, coaches, leaders and volunteers	Y / N
The designated Club Welfare Officer demonstrates a commitment to the completion of the NSPCC 'Time to Listen – Welfare Officer' training course (when available)	Y / N
Communications	
Local contacts and partners are identified by the club, and where appropriate contacts shared with the membership	Y / N
The Club have an up-to-date website	Y / N
All materials available to Club members, coaches and volunteers can be sourced in a range of accessible formats	Y / N
Identified individuals are signposted to appropriate events (where relevant)	Y / N

Appendix 6d: insport Club Gold Standard submission front sheet



Standard: Gold

Name of Club: **County**

Name of insport Club Lead Officer:	Contact Number:
.....	Email:

Name of insport Club Case Officer:	Contact Number:
.....	Email:

	Included (please circle)
Workforce Development	
All coaches and leaders have attended either the sports coach UK 'Safeguarding and Protecting Children' or 'Safeguarding and Protecting Children 2' workshop	Y / N
All volunteer and support staff have attended either the sports coach UK 'Safeguarding and Protecting Children' or 'Safeguarding and Protecting Children 2' workshop.	Y / N
Eighty percent (80%) of lead coaches and leaders have done appropriate first aid training	Y / N
Eighty percent (80%) of lead volunteers and support staff have done appropriate first aid training	Y / N
The Club has a technical lead for disability, who attends Continuing Professional Learning (CPL) events relevant to impairment and sports-related classification	Y / N
The club have a role description for the Equity Officer	Y / N
An Equity Officer has been nominated and elected	Y / N
The Equity Officer has attended the sports coach UK 'Equity in your Coaching' workshop (or other equivalent Equity or Equality and Diversity training workshop)	Y / N
Procedures	
The Club is represented at a minimum of one disability sport event, or one event which is inclusive of disabled athletes within their sport	Y / N
Communications	
The club have regular communication with parents/guardians, participants/performers and local contacts/partners through Club website or regular newsletters	Y / N
Coaches, leaders, volunteers, support staff, parents, and participants/performers within the club are nominated for local and National (as appropriate) programmes which reward contributions to sport	Y / N

insport NGB

Criteria

Aims

1. *Workforce Development*

- To identify existing pathways within the sport for disabled people
- A commitment for Board and NGB non-technical staff to do disability inclusion training (UK DIT (NGB) or equivalent)

2. *Programme Support*

- Ensure that promotional activities depict sport as an inclusive sport (including images, and stories of success, for both non-disabled and disabled participants and performers)

3. *Organisation*

- Establish agreement and in-principle commitment at Board level to work towards an inclusive philosophy of development for the sport
- Write a statement of inclusion and communicate it appropriately to members
- Have a commitment to disseminate to clubs, the GB's position in their commitment to insport and inclusion
- On successful award of Ribbon, to make a commitment to progress to Bronze phase within a mutually agreed time frame

Aims

1. *Workforce Development*

- To identify Coach Educators and up-skill with DIT Training
- To schedule appropriate staff briefing(s) to initiate local/ regional Disability Action Plans
- To review all UKCC and non UKCC accredited courses within the sport for inclusive/ disability-specific content.
- Review club accreditation criteria (where present) and identify areas where it can be made inclusive **OR** commit to adopting insport Club
- Review NGB staff Job Descriptions to ensure they refer to inclusion and equity

2. *Programme Support*

- Ensure that the website is accessible and representative of disability sport
- To ensure that the participant pathway is inclusive of disabled participants, and represented appropriately

3. *Organisation*

- Incorporation of Disability Action Plan within Governing Body Coaching Plan
- Formation of steering group with key stakeholders
- Annual data collection process includes requests for information relating to disability and impairment
- Commitment to the creation of all future documents in accessible format
- Map NGB accreditation against insport Club criteria, and align to insport Club standard as appropriate
- Commitment to achieving insport NGB Silver Standard

Aims

1. Education

- To *work towards* the development of Inclusive strands within all levels of Coach Education (starting with L1/2 and working towards L3)
- To continue to up-skill current coach educators regarding inclusive practices within their coach education workshops
- To continue to provide DIT courses for staff, including coaches, volunteers, and officials, and work alongside insport Club to include a roll-out programme for DIT workshops to clubs
- To commit to provide all *clubs and staff* with Protection of Vulnerable Adults (POVA) training (if available) in addition to Safeguarding and Protecting Children training.
- To identify appropriate individuals to attend a recognised classifiers pathway
- Map clubs within sport who have achieved or are working towards inclusive club accreditation (whether sports own accreditation or insport Club)

2. Programme Support

- To identify an appropriate format for an inclusive Academy system
- To develop participation opportunities, in conjunction with appropriate bodies (e.g. LA Development Officers, Regional Development Officers, etc)
- To identify disabled participants needs within all aspects of the participants pathway and identify the education and CPL needs of coaches/ leaders working at different phases of the participant pathway

3. Organisation

- Review National Club Development Plan or equivalent (e.g. ensure that club accreditation is inclusive, or adopt insport Club for use within a Welsh context)
- Develop inclusive info packages (i.e. club accreditation, policy development, etc) – to be included in club development kit
- Attainment of the Preliminary stages of 'The Equality Standard: A Framework for Sport'

Aims

1. Education

- To establish an effective coach Mentoring scheme (linking with DSW initially but in the latter stages working with experienced National and International coaches/ mentors)
- To ensure that levels 1, 2 and 3 (and working towards level 4) of the UKCC/ GB accredited Coaching Programme is inclusive, and that there is opportunity for higher level coaches to do qualifications and/ or CPL that is *impairment and / or classification specific*.
- To train and qualify appropriate tutor trainers to deliver DIT workshops within the governing body

2. Programme Support

- To have in post a Technical lead (i.e. Head Coach) appointed specifically for the enhancement of disabled performers
- Evidence of GB clubs achieving insport club (or sports own (inclusive) club accreditation)
- To establish a proactive performance development system, where talent ID and talent transfer for disabled participants is clearly articulated
- To appropriately identify and support bespoke support packages for all pathway athletes within the GB
- To ensure that appropriate disability sport – lead SSSM services are embedded in to the GB system

3. Organisation

- GB Board proactively lead on elements of programme planning (responsibility for development transferred to GB with support from DSW; funding streams managed by GB, etc)
- To ensure that all policy shapes an inclusive strategic direction for the GB, and participant and coach pathways
- Implementation of inclusive operational plan (by May 2013 Operational Plans should be representative of disabled and non-disabled participants and performers)
- To create inclusive club information packs, that include a wide ranges of information available to Club Development & Performance Coaching Clubs, and available in accessible formats
- Attainment of the Intermediate stage of 'The Equality Standard': A Framework for Sport
- To be capable of operating inclusively with support as required from DSW

insport
Development
Criteria

Aims

1. Planning

- To commit to the insport Development programme
- Embed the principles of inclusive delivery through all existing / future documentation
- To ensure that the LAPA / integrated sports plan explicitly refers to inclusion and / or disability sport provision

2. Workforce / Education and Training

- Confirm where Sports Development Officers already have a responsibility for inclusion and/or disability sport provision
- Assess the training requirements of all Sports Development Officers relating to inclusion and/or disability sport provision

3. Programme Delivery

- All officers to be aware of Sports Development Unit-led programmes/sessions offering inclusive and/or disability sport.
- All officers to be aware of sports clubs and community-based sessions offering inclusive and/or disability sport.
- All officers to be aware of Local Authority facility-led activities (L2S, gym, etc) offering inclusive and/or disability sport.

4. Facilities and Programming

- Sports Development Unit make facility managers aware of sports clubs and sessions within the Local Authority offering inclusive and/or disability sport provision

5. Marketing and Communications

- Ensure that imagery is available to all sports development officers depicting inclusive and/or disability sport.
- The Sports Development website/page (where present) is accessible.
- The Sports Development website/page (where present) is representative of inclusive and/or disability sport.
- All marketing and communication materials are developed in accessible formats and reflect inclusive and/or disability sport.

6. Partner Engagement

- All officers to be aware of disability specific organisations and partners relevant to inclusion and/or disability

7. Monitoring and Evaluation

- The Sports Development Unit collates, reviews and interprets data relating to inclusion and/or disability sport provision.
- The Sports Development Unit uses data to inform future planning and programming.
- The local authority commits to the insport bronze level.



Aims

1. *Planning*
 - To commit to inclusion and awareness of insport at portfolio member level.
 - The LAs commitment to the insport Development programme is clearly communicated to all Sports Development staff (full and part time development officers not community coaches).
 - To ensure that the LAPA makes explicit and detailed reference to inclusive and/or disability sport work.
 - To ensure that inclusion and/or disability sport provision is explicitly referred to within all core programme areas (generic sports development, GB work and 'Active Young People' Programmes)
 - To ensure that Service Operational Plan's (SOP's) incorporate inclusion and/or disability sport provision.
2. *Workforce / Education and Training*
 - To ensure that all job descriptions and personal specifications include a responsibility for inclusion and/or disability sport provision.
 - To implement UK Disability Inclusion Training for all Sports Development Officers (p/t and f/t internal team).
 - All new staff receives UK Disability Inclusion Training and existing staff are refreshed accordingly (every 3 years).
 - Establish training requirements for the wider network of staff relating to inclusion and/or disability sport provision e.g. community coaches.
 - Establish the training requirements of all Leisure Service Personnel relating to inclusion and/or disability sport provision
 - To ensure that all Sports Development staff are up-skilled to support clubs engaging in insport club.
3. *Programme Delivery*
 - Disability sports clubs/sessions are supported within the local authority sports development framework.
4. *Facilities and Programming*
 - All sports development staff are aware of the accessibility of local authority core leisure facilities (swimming pools and leisure centres)
5. *Marketing and Communications*
 - All marketing materials can be sourced in accessible formats.
6. *Partner Engagement*
 - Key stakeholders relevant to disability and/or disability sport/ core aim 4 (?) are consulted about the future planning of sports provision with the local authority.
7. *Monitoring and Evaluation*
 - ALL sport development staff are engaged in the collection of data around inclusion and/or disability sport provision.