

Clubmark Annual Review Form



To maintain Clubmark status clubs are required to complete a self-declaration review form and submit an up to date development plan annually.

The aim of the annual review is to ensure the following:

- A progress report on the club development plan
- An improvement or updated plan for the following year
- The reaccreditation process will be less work as documents and certificates have been checked and updated annually
- An update on contact details
- Signed declaration by appropriate person in club that all aspects of Clubmark are valid

Club		
Activity Programme		Tick
All events and activities are registered with British Orienteering		<input checked="" type="checkbox"/>
All coached sessions are delivered by licensed coaches		<input type="checkbox"/>
The club delivers regular coaching and competition		<input type="checkbox"/>
Welfare		
Contact details for the club welfare officer are up to date and available to all members and participants		<input type="checkbox"/>
Safeguarding and Child Protection – is training still valid for two people		<input type="checkbox"/>
First aid available at all events and activities		<input type="checkbox"/>
All events and activities risk assessed		<input type="checkbox"/>
Procedures for dealing with accidents/injuries up to date		<input type="checkbox"/>
Contact details for members and participants up to date		<input type="checkbox"/>
Knowing Your Club and Its Community		
Club is aware of growth/decline in membership and reasons why		<input type="checkbox"/>
Club regularly communicates with members to share information and gather feedback		<input type="checkbox"/>
Club Management		
Club affiliation is still valid		<input type="checkbox"/>
Any changes to governing documents remain open and non-discriminatory		<input type="checkbox"/>
Club is aware of its volunteer base and can demonstrate commitment to support, development and recognition		<input type="checkbox"/>
Club Development plan is up to date and used as a working document		<input type="checkbox"/>

Signed		Name	
Position		Date	