

**PLEASE NOTE – Criteria highlighted in red are specific to clubs with a junior section. All clubs which cater for junior (under 18) members<sup>1</sup> must meet all outlined criteria. Adult only clubs do not need to comply to highlighted criteria**

1. ACTIVITY PROGRAMME			
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes
1.1	The Club provides 12 non-competitive coached sessions per year	Training/coaching activities Sessions for new people	The Club must provide a varied activity programme as appropriate to the membership and development plan.
1.2	All events and activities are registered with British Orienteering to ensure appropriate civil liability and coaches' insurance	Online registration of activities and events	Events and activities should be registered and reported on using the British Orienteering admin panel.
1.3	The coached sessions are delivered by licensed coaches	List of coaches/leaders and their relevant qualification Details of participant: coach ratio	Activities must be delivered by competent/qualified personnel
1.4	The Club ensures all coaches, officials and volunteers understand their roles and responsibilities	Role outline Codes of conduct for coaches, officials and volunteers	The Club must ensure that coaches, officials and volunteers understand their role within the Club, what is expected of them and the high standards required by them to adhere to
1.5	The Club provides regular local competitive opportunities (minimum one per month between September and May)	Local event series Online registration of events	This may include access to other clubs local events where travel distances are appropriate
1.6	The Club coordinates entry into regional and national club competitions for Junior and Senior members	Copy of results or list of events in which teams participated	The Club supports and develops a team ethos for club competitions

<sup>1</sup> The term **members** can also refer to participants and volunteers

Support is available from a variety of sources including the British Orienteering Development Team, County Sport Partnerships, Local Sports Development Officers and online through [www.britishorienteering.org.uk/page/clubmark](http://www.britishorienteering.org.uk/page/clubmark) and [www.clubmark.org.uk](http://www.clubmark.org.uk).

2. WELFARE			
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes
2.1	The Club has necessary provision in place for the safeguarding and welfare of its members (including the British Orienteering child protection policy if any under 18s are members of the Club)	<p>Child protection policy – adopted or adapted existing policy</p> <p>Welfare policies – adopted or adapted existing policy</p> <p>Appoint a welfare officer</p> <p>Procedures for dealing with recruitment and deployment of volunteers and employees</p>	The provision for safeguarding and welfare must comply with statutory and British Orienteering regulations and guidance
2.1a	Club members and coaches are appropriately trained in Safeguarding and Child Protection	<p>Copies of attendance certificates (at least two members)</p> <p>List of trained coaches and members</p>	It is a requirement that the welfare officer and at least one coach has attended CPSU accredited training in Safeguarding and Protecting Children
2.2	The Club ensures that all activities and events take place in a safe environment	<p>Health &amp; Safety policies – adopted or adapted existing policy</p> <p>Completed risk assessment forms</p> <p>Accident/incident report form</p> <p>Procedures for dealing with accidents/injuries</p> <p>First aid and qualified person available at all activities and events</p> <p>There is access to a telephone at all activities and events</p>	Provide examples of the actions taken to ensure risk to members is managed
2.3	The Club records participants' contact, medical and emergency contact details and these are accessible to the coach/organiser	Club records participant details and this information is accessible to all coaches and organisers at appropriate times	Club coaches and officials should ensure that they are able to provide necessary relevant information to emergency services should the participant be unable to do so.

3. KNOWING YOUR CLUB AND ITS COMMUNITY			
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes
3.1	The Club engages with and understands who its current members are and where they are from	<p>Equal opportunity or equity policy</p> <p>Welcome pack</p> <p>Communications – newsletters, website, social media, etc.</p> <p>Club handbooks</p> <p>Appointed person for new member enquires</p> <p>Retention and reward activities</p> <p>Systems for collecting and acting on member feedback</p> <p>Statistics: number of members</p>	The Club creates a welcoming atmosphere and quality opportunity for members and at all relevant levels of ability to retain its current members
3.2	The Club demonstrates an awareness and appreciation of its local community	<p>The Club's demographic</p> <p>The Club demonstrates an understanding of which geographical areas they are working in</p> <p>Can define the type of person /people it would like to attract</p> <p>Working in partnership with local organisations, volunteer centres, colleges, schools etc.</p>	To increase participation and recruit players, volunteers and officials
3.3	The Club proactively encourages new members from the local community	<p>Communications – newsletters, website, advertising, social media, etc.</p> <p>Recruitment activities</p> <p>Statistics: number of new members</p>	To support NGB and Sport England's targets to increase participation the Club demonstrates actions taken to recruit new players, volunteers and officials

4. CLUB MANAGEMENT			
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes
4.1	The Club is affiliated to British Orienteering ensuring all activities and officers are insured	British Orienteering affiliation Valid insurance certificate	The Club is operating under British Orienteering guidelines Club activities, premises and officers are appropriately insured
4.2	The Club has appropriate governing documents	Club governance documents Constitution (open and non-discriminatory) Articles of Association Rules/Terms of Reference	The Club is operating within a set of appropriate rules and regulations
4.3	The Club has a Volunteer Coordinator	Name of individual and role description	The Club displays a coordinated approach to valuing and supporting its volunteers
4.4	Officials, volunteers, members and parents understand their roles and responsibilities within the Club and what is expected of them	Role outlines Codes of conduct People attending training courses (event safety, organiser training etc)	The Club sets out the standards and expectations of all, via codes of conduct and identified responsibilities
4.5	The Club proactively recruits new volunteers at all ages and offers a support system to integrate them into the Club	Evidence of new people organising/planning/controlling events People gaining coaching qualifications, attending training courses	The encourages and supports members to volunteer in a way and time that suits the individual
4.6	The Club has a specific membership category and pricing policy for children and young people	Pricing policy Membership forms Publicity Concessionary rates	The Club distinguishes between the different classification of membership through a structured and appropriate pricing policy
4.7	The Club shows commitment to further development and outreach work	Club development plan Succession planning Recruiting new members Effective School/Club/Outdoor Centre links Effective County Sport Partnership/Sport Development links	The Club proactively ensures future development and sustainability through structured and shared planning

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