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

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| **1. ACTIVITY PROGRAMME** |
| **Ref No.** | **Minimum criteria** | **Examples of Evidence** | **Guidance notes** | **Evidence Provided** |
| **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. | Evidence should be listed under the correct criteria with reference to where the evidence can be found either online, submitted via email and/or as a hard copy. It should be noted that examples of evidence are suggestions of ways clubs can demonstrate how they meet the criteria it is not a comprehensive list nor does providing an example of each demonstrate best practice in this area. |
| **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 |  |

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| **2. WELFARE** |
| **Ref No.** | **Minimum criteria** | **Examples of Evidence** | **Guidance notes** | **Evidence Provided** |
| **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) | * Child protection policy – adopted or adapted existing policy
* Welfare policies – adopted or adapted existing policy
* Appoint a welfare officer
* Procedures for dealing with recruitment and deployment of volunteers and employees
 | 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 | * Copies of attendance certificates (at least two members)
* List of trained coaches and members
 | 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 | * Health & Safety policies – adopted or adapted existing policy
* Completed risk assessment forms
* Accident/incident report form
* Procedures for dealing with accidents/injuries
* First aid and qualified person available at all activities and events
* There is access to a telephone at all activities and events
 | 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.  |  |

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| **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 | * Equal opportunity or equity policy
* Welcome pack
* Communications – newsletters, website, social media, etc.
* Club handbooks
* Appointed person for new member enquires
* Retention and reward activities
* Systems for collecting and acting on member feedback
* Statistics: number of members
 | 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 | * The Club’s demographic
* The Club demonstrates an understanding of which geographical areas they are working in
* Can define the type of person /people it would like to attract
* Working in partnership with local organisations, volunteer centres, colleges, schools etc.
 | To increase participation and recruit players, volunteers and officials |  |
| **3.3** | The Club proactively encourages new members from the local community | * Communications – newsletters, website, advertising, social media, etc.
* Recruitment activities
* Statistics: number of new members
 | The Club demonstrates actions taken to recruit new players, volunteers and officials in line with British Orienteering’s vision of More People, More Places, More Podiums. |  |

| **4. CLUB MANAGEMENT** |
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| **Ref No.** | **Minimum criteria** | **Examples of Evidence** | **Guidance notes** | **Evidence Provided** |
| **4.1** | The Club is affiliated to British Orienteering ensuring all activities and officers are insured | British Orienteering affiliationValid insurance certificate | The Club is operating under British Orienteering guidelinesClub 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 policyMembership formsPublicityConcessionary 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 planSuccession planningRecruiting new membersEffective School/Club/Outdoor Centre linksEffective County Sport Partnership/Sport Development links | The Club proactively ensures future development and sustainability through structured and shared planning |  |

1. The term ***members*** can also refer to participants and volunteers [↑](#footnote-ref-1)