



# Canoe England

## Clubmark, Top Club and Top Club Gold Accreditation File

Name of Club \_\_\_\_\_

**Contact details of Person/s responsible for the Accreditation file:**

Name \_\_\_\_\_

Tel. no. \_\_\_\_\_

E Mail Address \_\_\_\_\_

**Chairpersons Contact Details**

Name \_\_\_\_\_

Tel. no. \_\_\_\_\_

E Mail Address \_\_\_\_\_



## **Introduction**

Canoe England recognises that our clubs and centres are a key factor in the development and growth of our sport and we value their commitment. It is important that all participants, particularly young people, have a quality introduction to Paddlesport with clear pathways to support progression, enabling everyone to reach their full potential. It is also important that the club offers an accessible environment where safe; effective; quality coaching and training practices are evident, in a welcoming environment.

The accreditation process ensures that a club operates to a set of consistent criteria based on minimum operating standards.

Canoe England's accreditation scheme is aligned to the Sport England's Clubmark award that progresses through 3 types of certification. The scheme enables clubs to plan their development so that these practices and principles become a part of everyday club life.

The 3 types of accreditation are:

- Clubmark
- Top Club
- Top Club Gold

It is advisable that the club, when signing up to the accreditation scheme, begin with Clubmark. Once gaining the Clubmark accreditation, the club can decide if they wish to work towards Top Club or Top Club Gold accreditation.



## Clubmark Resource File Version 3 and Version 4 supplement

This is a useful toolkit to help plan what evidence is required. Why it is needed and how to gather it. The resource pack sets out and explains the issues that clubs must address, and provides guidance regarding the core criteria that a club should meet, in order to gain accreditation. The resource pack is based on a single, national standard, for all sports to gain accreditation. Because of its generic nature it should be read in conjunction with the criteria written for the Canoe England level of accreditation the club wishes to gain.

The supplement to Section 3 'Knowing your Club and its Community' replaces Sports Equity and Ethics.

### **How to use your assessment file**

The assessment file enables your club to collect, store and present to Canoe England, all the information/evidence required to show that you have reached the standard for the award that the club has been working towards.

- ✓ Write the club's name on the front cover with names of person/s responsible for the file.
- ✓ Keep all supporting notes and criteria documents with this introduction in the front of the file. This will help Canoe England and external moderators to match evidence to set criteria when assessing this file
- ✓ Keep the Club Details Record in the front of the file where it can be easily found. This document has vital information to support your clubs submission for accreditation.
- ✓ Store the information in the file provided so that all pages can be seen, either in plastic wallets or hole punched. In the event that the file has too much material to store in one folder then a second lever arch folder can be used.
- ✓ Only one copy of relevant, recent (preferably within the last year and no older than 3 years) information or evidence should be included in the file.
- ✓ Do not pad the file out with duplicate copies of the same material or documents that are not relevant to the criteria.
- ✓ Add evidence that meets the criteria to the correct section numbered 1 – 4 below.
- ✓ Replace old or out of date information with more current versions regularly and add any new evidence that supports the club actions.

The Canoe England accreditation scheme is divided into 4 main areas:

- 1. Activity Programme**
- 2. Duty of Care and Safeguarding and Protecting Children**
- 3. Knowing Your Club and its Community (Version 4 Supplement)**
- 4. Club Management**

Canoe England recognises that every club is unique. Canoe England officers have experience of working with a wide range of clubs. The supporting material included in this pack aims to offer support and advice on what evidence will suffice to meet the criteria.

Each main heading lists numerically, the criteria that must be fully met, to be accepted.

The Club Details Record included in this pack is an easy way of collating club particulars electronically and as a hard copy whilst meeting the requirements of many of the criteria.

It is advisable to divide the file using the four main headings.

Each criterion has a unique identifying reference number. It is helpful to identify the evidence presented that meets the criterion either by the use of dividers, tags or flags attached to the pages or simply by writing the reference number directly onto the accompanying evidence.

Often a document may provide the evidence to support more than one criterion. This can be shown by listing the reference number for each criterion met.

## **Gathering evidence for Clubmark and Canoe England's Top Club Schemes.**

- ✓ Review all the criteria you are required to meet.
- ✓ Assess which criteria you can already meet in the four sections – Activity Programme, Duty of Care and Safeguarding and Protecting Children, Knowing Your Club and its Community, Club Management.
- ✓ Develop a plan of action to ensure that you can gain all the other criteria/evidence required. To help you with this contact your Canoe England Paddlesport Development Officer who will be able to advise you where specific support is available.
- ✓ Examples of the type of evidence that is acceptable are stated in the support notes.
- ✓ The evidence you need relating to your club and its members should be current and within acceptable timescales.
- ✓ Once all the evidence is complete, please submit the file to your Paddlesport Development Officer who will ensure all the criteria has been met before passing the file onto the Accreditation Lead Officer for final signing off.

### **Benefits**

The benefits of Clubmark can be found listed in the Clubmark resource pack on page 7 and also on the Clubmark website [www.clubmark.org.uk](http://www.clubmark.org.uk) .

Canoe England offers to accredited clubs additional benefits that include:

- Listing on the Canoe England website
- Additional support from Paddlesport Development Officers and Regional coaches
- Discounted rates on many of the resources produced by Canoe England to support Paddlesport participation, available for sale from the E shop. Paddlepower, Cross Stream and Curriculum support material.
- Access to grants that support club development

To find out more about available discounts contact [youth@bcu.org.uk](mailto:youth@bcu.org.uk)

### **Health Checks**

As part of the licensing agreement from Sport England it is a requirement that Canoe England carries out yearly checks with clubs between reaccreditation to ensure standards are maintained and the club still meets the criteria for the award. The Paddlesport Development Officer will arrange a visit with the club at a mutually convenient time. This club visit will ease the process for revalidation by looking at the evidence in the file and ensuring it is up to date and still meets the criteria. Two health checks will be carried out after gaining the award, with the 2<sup>nd</sup> visit preparing the club for revalidation.

### **Revalidation**

A club will need to revalidate an accredited award within 3 years of gaining certification. This process will be carried out by the regional Paddlesport Development Officer, working closely with representatives from the club. If the accreditation file has been kept up to date then revalidation should be a simple process.

### **Failure to meet criteria - suspension**

A club no longer meeting the criteria needed for accreditation will be offered support by Canoe England officers to resolve any issues. Failure to meet the standards quickly by the club and supporting officer/s will result in the accreditation being suspended for 3 months allowing the club time to work with the Paddlesport Development Officer to resolve this matter.

Failure to rectify the issues will result in removal of accreditation.

## **Glossary**

The following terms and acronyms are used in accreditation resources throughout Clubmark and the Top Club accreditation scheme.

**'Participant'** – any person participating in a Paddlesport related activity taking place at, or organised by, a sports club (including visiting members from other clubs or individuals).

**'Volunteer'** -- any person providing a service to or assisting on the behalf of the club or Paddlesport (including coaches, members of a committee/sub committee, catering, maintenance, transport or mentor (whether or not financially remunerated)).

### **Definitions of a Young person**

There are many definitions available as to what constitutes a 'young person' depending on in what context it is used. This term has been loosely used to 'catch all' and target all in the age group covering children, youth and young person.

The following is the definition used for Child Protection and Health and Safety regulations context that is embedded throughout Canoe England's accreditation scheme.

**A 'young person' is deemed to be under the age of 18 years old.**

### **Definition of a School Club Link.**

A School Club Links is where an agreement has been made between a club and a school or School Sports Partnership, offering Paddlesport opportunities to young people from a school. This can be a verbal agreement but it is more meaningful where a written agreement is drawn up and signed by both parties.

The activity can be within school time or out of school hours. The aim of the club link is to provide a pathway into local clubs following the initial programme of activity.

It is acknowledged that a sustained period of activity with the same group is more likely to result in continued participation in the club environment and hopefully continued activity in life.

Sport England have set a target of 12 sessions (1 session = 1hr) with the same group, as a period where young people can achieve and gain the confidence to continue at the club at the end of the link.

**'School Sports Partnership'** (SSP) is a group of schools usually within the 'hub' or associated with a School that specialises in sport known as a 'Sports College'. Specialist Sports Colleges are at the hub of the Government's PE School Sports and Club Links (PESSCL) strategy to enhance the school sports programme. The following diagram is the usual model of a School Sports Partnership working under the umbrella of the Sports College. There is usually a number of School Sports Partnerships that works within a Sports College



**Key to Sports Partnership Diagram**

**PDM** - Partnership Development Manager – Manage the SSP and develop the strategies and links with key partners in the wider community.

**School Sports Coordinator** - School Sports Co-ordinator – usually based at a secondary school to improve sporting opportunities within and after school.

**PLT** - Primary Link Teacher are based at Primary and special schools and aim to improve the provision of quality sport in their schools

### ***The Single System for Sport.***

#### **County Sports Partnership**

A County Sports Partnership is a partnership of agencies committed to providing a high quality single strategy in an effort to actively contribute to increasing participation and widening access to sport and physical activity and the achievement of sporting success.

#### **County Sports Networks or Sports Physical Activities Alliance CSN /SPAA**

A Community Sport Network is a collection of people who have a desire to develop and promote sport and physical activity in their locality. A typical Community Sport Network may include representatives from a local authority, school, sport clubs, sports centres, volunteer networks and wider community groups such as disability groups.

### **What it looks like**

