

QUALITY CLUB

BENEFITS

Clubs who achieve SILVER level will achieve benefits to the value of app. £120.00
 Clubs who achieve GOLD level will receive benefits to the value of app. £300.00
 See below for more detail:

BENEFIT	MORE INFORMATION	LEVEL
Priority Club for support from WDLT Sports Development	WDLT can provide advice and support to clubs on governance, funding and club development.	Silver
Engagement with local schools through WDLT Active Schools	Engagement with local schools is a great way to raise the profile of your club, give local children the opportunity to try your sport and attract new members to your club.	Silver
Promotion through WDLT resulting in improved profile and potentially attracting new members	Recognition through WDLT website and Facebook pages as a WDLT Quality Club. Promotion through regular 'Club in focus' posts and coverage in local press.	Silver
Recognition from potential funders and partners	Local Authority and Governing Body accreditation schemes are becoming more widely recognised by funders and give confidence to funders that they are investing in a 'Quality Club'.	Silver
Free places on WDLT Club and Coach CPD / Network events (*Saving of £25 per person / per workshop)	WDLT will facilitate a variety of training / network events to support Club officials, volunteers and coaches to improve the various aspect of their club environments.	Silver
Discounts on WDLT Child Protection and First Aid	Safeguarding and Protecting Children: Silver - Up to 3 places per year at a 40% discount or Gold - up to 3 places per year - Free In Safe Hands: Silver - 1 place per year at a 50% discount or Gold - 1 place per year - Free First Aid Courses: 2 places per year at a 33% discount	Silver/Gold
Affiliation paid for WD Club Sport	WDLT will pay your clubs affiliation to WD Club Sport – please see http://www.wdsc.co.uk/	Gold only

Tel: 01389 753557

Website: <http://www.west-dunbarton.gov.uk/leisure-parks-events/west-dunbartonshire-leisure/>



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ACCREDITATION SCHEME

The West Dunbartonshire Leisure Trust (WDLT) Quality Club Accreditation scheme will enable sports clubs to demonstrate good practice in how they operate.

Our aspiration is that every club in West Dunbartonshire is recognised by all as safe, effective and inclusive.

There are a number of associated benefits for clubs who engage in the scheme which are outlined in this booklet.

The scheme has 2 levels – SILVER and GOLD.

WDLT QUALITY CLUB – CRITERIA	
SILVER	GOLD
Constitution	Affiliation to WD Club Sport
Committee	Codes of conduct for Coaches and Participants
Bank account	First Aid procedures
Safeguarding / Child Protection Policy	Risk Assessments for activities
Public Liability Insurance	Produce a Club Development Plan
Qualified Coaches	
PVG Procedures and checks	
Parental Consent / Medical Information	

Key considerations:

- If your club already has a Quality Club or equivalent accreditation from your sports' Governing Body, you may automatically qualify for WDLT Quality Club – contact WDLT Sports Development to discuss further - Football clubs should follow the SFA 'Quality Mark' scheme to achieve the WDLT Quality Club accreditation. Contact WDLT Football Development on 01389 753075 for further detail.
- Your club may already have the majority or possibly all of what is required for the Silver Level of WDLT Quality Club so there should be minimal work involved
- WDLT Sports Development and Active Schools can assist you with the accreditation and can provide advice as well as templates and examples of the required documents to assist you in the process
- From January 2018, WDLT will prioritise their support to clubs that have achieved or who are working towards WDLT Quality Club.



GUIDANCE NOTES

SILVER ACCREDITATION

(1) CONSTITUTION:

A constitution is a guiding document that presents the objectives of the club and clarifies the rules that are in place at the club. It is a basic document which helps to ensure smooth and proper running of club affairs.

(2) COMMITTEE:

The primary purpose of a club committee is to establish and maintain the overall direction of the club. Committees are responsible for how a club plans its development in the best interests of its members; they are responsible for how a club monitors its performance (to ensure it achieves its goals) and how a club complies with its legal and regulatory obligations. Your committee should have a Chair Person, Treasurer, Secretary and a Safeguarding/Welfare Officer.

(3) BANK ACCOUNT:

Your club must have a bank account in the clubs name and keep clear records of club income and expenditure. This is the responsibility of the Treasurer although any spend must be approved by an additional committee member.

(4) SAFEGUARDING / CHILD PROTECTION POLICY:

This policy should cover procedures to ensure that children, young people and vulnerable adults participate in club activities without risk of abuse.

(5) PUBLIC LIABILITY INSURANCE:

Some clubs will be insured through affiliation to their governing body. Please check with your relevant SGB/NGB. If you are not insured through a governing body, the club is responsible for its own insurance.

(6) QUALIFIED COACHES:

Are all of your coaches appropriately qualified for the level they are delivering at? Your sports' governing body can provide further guidance on this if required.

(7) PVG PROCEDURE:

Who in your club is responsible for putting volunteers and coaches through the PVG scheme? Are all of your current coaches and volunteers PGV checked and if not, are you addressing this?

(8) PARENTAL CONSENT/MEDICAL INFORMATION:

We would expect all clubs working with children and young people to have paperwork covering parental consent and medical information for participants. This should be carried out when a new member joins the club. Having medical information for adult participants is also recommended as this can be critical in an emergency.

Clubs will be required to provide an update on the above criteria every two years with the exception of Public Liability Insurance which is required annually.



GUIDANCE NOTES

GOLD ACCREDITATION

(1) AFFILIATION TO WD CLUB SPORT:

West Dunbartonshire Club Sport is an independent forum committed to the development and promotion of sport within West Dunbartonshire. WD Club Sports main aim is to assist clubs and individuals with help, either monetary or advisory to allow them to compete and run as effectively as they can. For further info, please visit <http://www.wdsc.co.uk/>

(2) CODE OF CONDUCT (COACHES AND PARTICIPANTS)

A Code of Conduct should ensure that coaches and members are familiar with minimum expected standards of participation and play.

(3) FIRST AID PROCEDURES:

Club members should have access to adequate first aid facilities, telephone and qualified first aider at all times. Clubs should also be clear on who is responsible for recording/reporting injuries or accidents sustained during any club activity.

(4) RISK ASSESSMENTS FOR ACTIVITIES:

Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.

(5) CLUB DEVELOPMENT PLAN:

A Club Development Plan is an excellent tool which can give a real strategic focus to your club. This will help you to successfully work towards your club's short and longer term goals.

ADDITIONAL SUPPORT:

WDLT Sport Development and Active Schools can assist you with the accreditation and can provide advice as well as templates and examples of the required documents to assist you in the process.

Contact us on sportsdevelopment@west-dunbarton.gov.uk or 01389 753557 for further information.

Further support is also available on the 'Help for clubs' section on the sportscotland website. <https://sportscotland.org.uk/clubs/help-for-clubs/>