



CLUB ACCREDITATION - GUIDANCE AND EXAMPLES

Section 1. Affiliation and Qualifications	2
Section 2. Safeguarding & Child Protection	4
Section 3. Risk Management & Insurance	5
Section 4. Child Voice & Inclusion.....	6
Section 5. Behaviour & Conduct	8
Section 6. Governance & legal	9

This document supports the North Lanarkshire Active Schools Club Accreditation form. It provides explanations for each required item and contains examples that can be adopted to meet the criteria.



Section 1. Affiliation and Qualifications

Deliverers must be suitably qualified through recognised national or governing body training. If a club has been accredited by the national governing body (NGB) of its sport, certain elements of that accreditation may be accepted as evidence and do not need to be resubmitted through the Active Schools NL Club Accreditation process. Below is a list of currently mapped national governing bodies and the specific evidence of the Active Schools NL application that would not need to be provided.

Sport	NGB	1.1 NGB Affiliation Certificate	1.2 Deliverers list	2.1 Safeguarding Policy	2.2 CWPO Certificate.	3.1 Public Liability Insurance	3.2 Risk Assessment	5.1 Code of Conduct	5.2 Anti-Bullying Policy	5.3 Complaints Procedure	6.1 Club Constitution
Football	Quality Mark - Bronze	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
Netball	Thistle mark	✗	✓	✓	✗	✓	✓	✗	✓	✓	✓
Gymnastics	Minimum Requirement	✗	✓	✓	✓	✓	✗	✓	✗	✗	✗
Athletics	Club affiliation	✗	✓	✓	✓	✓	✓	✓	✓	✗	✓
Boxing	Bronze	✗	✗	✗	✓	✓	✓	✗	✗	✗	✓
Golf	Safegolf	✗	✓	✓	✓	✗	✗	✓	✗	✗	✗
Swimming	Aquamark 1	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓
Judo	JudoMark	✗	✓	✓	✓	✗	✓	✓	✓	✗	✓

Key

Evidenced through NGB Accreditation	✓
Not Evidenced through NGB Accreditation - Evidence to be submitted	✗



Required Documentation

1.1 NGB Affiliation Certificate

Proof that the club is officially affiliated with its sport's National Governing Body (NGB). This ensures the club adheres to national standards for coaching, safeguarding, and governance. example: Scottish FA, Netball Scotland, Scottish Rugby, etc.

1.2 List of Lead Deliverers and Their Qualifications

A document listing all main coaches or activity leaders, including their: Full name, Role (e.g., Head Coach, Assistant Coach), Relevant coaching qualifications (e.g., UKCC Level 1/2, First Aid, PVG, etc.). This ensures that coaching staff are appropriately trained and qualified to deliver safe, high-quality sessions.



Section 2. Safeguarding & Child Protection

You must demonstrate your club has adopted safeguarding practices in line with the national Standards for Child Wellbeing and Protection in Sport.

Required Documentation

2.1 Safeguarding/Child Wellbeing & Protection Policy. A written policy that outlines how the club keeps children and young people safe. It should include: procedures for reporting concerns, codes of behaviour for staff and volunteers, contact details for designated safeguarding officers.

2.2 Named CWPO Certificate. A copy of the club's Child Wellbeing and Protection officers certificates. Required are both the Child Wellbeing and Protection in Sport Certificate and Child Wellbeing and Protection Officer certificate.

Example

[*Child Wellbeing & Protection Policy Example*](#)



Section 3. Risk Management & Insurance

You must ensure that your club has adequate insurance, has assessed risks related to delivery in schools, and has appropriate first aid provision.

Required Documentation

3.1 Current Public Liability Insurance

A valid insurance certificate showing the club is covered for public liability. This protects the club against legal claims for injury or damage during club activities.

3.2 Risk Assessment or Health & Safety Plan.

The Risk Assessment is a written document identifying potential hazards in club sessions or events, and how these risks are managed or reduced. Should cover: facility use (indoor/outdoor), equipment, first aid/emergency procedures, supervision and ratios.

The Health and Safety plan is a broader document outlining the club's approach to ensuring the health, safety, and wellbeing of participants and staff. May include: emergency procedures, first aid arrangements, safety checks of equipment, venue access and safeguarding arrangements.

Examples

[*Health and Safety Example*](#)

[*Risk Assessment Example*](#)



Section 4. Child Voice & Inclusion

Children and young people should have opportunities to influence club decisions that affect them.

Required Documentation

You might be able to demonstrate or provide evidence of one or more of the following examples:

Establishing a Junior Committee or Youth Forum

- Form a junior committee made up of young club members to represent the views of their peers in decision-making.
- Involve young people in discussions on club policies, competitions, and activities, taking their feedback seriously.

Feedback Sessions or Surveys

- Regularly conduct feedback sessions, focus groups, or surveys to gather children's thoughts on coaching, facilities, and club experiences.
- Provide a suggestion box or digital form for children to submit ideas or concerns at any time.

Clear Communication and Expectations

- Create an age-appropriate code of conduct or "Welcome Pack" explaining what children can expect from the club, including volunteers' and coaches' roles.
- Hold an orientation session at the start of the season to outline these expectations.

Participatory Decision-Making

- Involve children in decisions like selecting team captains, equipment, or planning events. Offer choices and allow them to vote on key matters.

Regular Communication with Parents/Guardians

- Keep parents informed about how children are involved in decision-making and share feedback outcomes with them.
- Offer opportunities for children and parents to discuss expectations with coaches.

Youth-Led Events or Initiatives

- Encourage children to take ownership of activities, such as organizing events or leading warm-ups, to give them practical decision-making experience.



Volunteer/Coach Training

- Train coaches and volunteers to involve children in decision-making and clearly communicate expectations.
 - Ensure that coaches are approachable and encourage children to express their views or raise concerns.
-



Section 5. Behaviour & Conduct

Your club should have codes of conduct for all participants and a clear anti-bullying approach.

Required Documentation

5.1 Code of Conduct

Codes of conduct should clearly outline the expected behaviour for: coaches and volunteers, players/participants, parents and carers. Should cover respect, fair play, discipline, inclusion, and reporting procedures for breaches.

5.2 Anti-Bullying Policy

A clear statement on how the club prevents and responds to bullying, including: types of bullying, reporting procedures, support for individuals involved, commitment to a safe and positive environment

5.3 Complaints/Grievance Procedure

Guidance on how members, parents, or volunteers can raise concerns or complaints. Should include: who to contact, how complaints are investigated, timescales for responses, escalation procedures

Examples

[*Code of Conduct Example \(for Coaches, Parents, and Players\)*](#)

[*Anti-Bullying Policy Sample*](#)

[*Complaints and Grievance Procedure Example*](#)



Section 6. Governance & legal

Strong governance helps ensure safety and accountability. Your constitution must reflect inclusion, and you must provide proof of affiliation. Please note that this is not required if you club is a registered company or social enterprise, and does not operate under a formal constitution.

Required Documentation

6.1 Club Constitution.

The club's governing document that outlines how it is structured and run. It should include: club purpose and objectives, committee roles and responsibilities, membership rules, decision-making processes, AGM/EGM procedures, equity clause, voting and amendments.

Example

[Sample Club Constitution \(with equity clause\)](#)
