

BRITISH JUDO ASSOCIATION

CLUB RECOGNITION SCHEME

ASSESSMENT FILE



Introduction

It gives me great pleasure to welcome you to the British Judo Association (BJA) Club Recognition Scheme, a scheme that recognises and rewards the valuable work that clubs do in the promotion and delivery of judo in this country. I see this not only as a recognition scheme, but also as a driving force in the pursuit of professional development of our clubs and the individual volunteers that make it all happen.

The BJA is a vibrant and growing member organisation. This is directly attributable to the hard work and professionalism of our clubs and individual volunteers who consistently provide the drive to push the sport of judo to the fore.

The BJA Club Recognition Scheme will assist us in identifying the variety of models of good practice and development that exist within member clubs and ensure these models are passed on and replicated by all. The Development Team will stand ready to assist all clubs in pursuing this recognition and hopefully each club will grow as a result of the process.

For many of our clubs achieving the award will give them a great opportunity to present themselves and the sport in a positive and professional manner. This will assist clubs with the recruitment of new members and volunteers, as well as increase their potential of forming strong partnerships with schools and Local Authority development teams.

I hope that every club takes up the opportunity to work towards the introductory Bronze level and the Sport England Clubmark and eventually move to a higher level.

We rely heavily on our volunteers and clubs and I would strongly encourage each of you to participate in this process and get even better in the future.

Those who stand still fall behind.

I look forward to working with each and every one of you to push this great sport forward.

Regards



Densign White
Chairman

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Introduction to the Club Recognition Scheme

The Club Recognition Scheme's aim is to recognise and reward examples of good practice within BJA clubs that are promoting and delivering judo across the country.

SPORT ENGLAND CLUBMARK

Clubmark is Sport England's Accreditation Scheme for clubs that work with children and young people. It is aimed at supporting the development of clubs and recognising them for being safe, effective and child-friendly. The BJA regards Clubmark as the minimum standard that clubs should be achieving.

Clubmark was introduced to:

- ✓ develop high quality, welcoming environments for young participants
- ✓ ensure common and consistent good practice and minimum standards within clubs
- ✓ recognise high quality junior clubs through a common branding
- ✓ empower parents/carers when choosing a club for their children

Clubmark focuses on 4 key areas of development within clubs:

- ✓ Coaches and Volunteers
- ✓ Good Practice and Child Protection
- ✓ Knowing Your Club and its Community
- ✓ The Playing Programme



Clubs that achieve Clubmark shall be entitled to use the Clubmark logo on club promotional materials to demonstrate their achievement of the award.

CLUB RECOGNITION BRONZE, SILVER AND GOLD

To achieve Accreditation your club must evidence the criteria outlined in the Bronze section of the Evidence Portfolio Checklist. By doing so, your club will be recognised as achieving the BJA Club Recognition Bronze Award and Clubmark. Once your club has achieved this you are eligible to progress further onto the BJA Club Recognition Silver and Gold awards. The Silver and Gold Awards require clubs to demonstrate further development across all 4 sections of the Evidence Criteria.

HOW TO USE THE ASSESSMENT FILE

Your Assessment File enables your club to collect, store and present to the BJA all the information required to achieve the Club Recognition Award.

The assessment file is divided into three parts:

1. **Accreditation Submission Form:** to be completed fully and included in Assessment File before submission.
2. **Evidence Portfolio Checklist:** outlines criteria and evidence required from club.
3. **Guidance Notes:** provides additional information on the criteria and evidence required.

APPLYING FOR THE AWARD

To apply for the award your club needs to:

- 1 Complete the Accreditation Submission Form.
- 2 Insert documentary evidence into Assessment File as required.
- 3 Tick boxes under club column to show you have met the criteria of the Evidence Portfolio.
- 4 Contact your BJA Regional Development Officer to arrange collection of the file.

Your Regional Development Officer (RDO) will provide support with your application, so please contact them for assistance. Contact information for BJA staff can be found on the BJA website (www.britishjudo.org.uk).

To assist clubs the BJA have produced templates for many of the documents that required as part of the Evidence Portfolio. These are available to download on the BJA website or upon request can be provided by your RDO. Please adapt these templates to be specific to your own club before submitting them as evidence within your Assessment File. Any templates used must display your club name/logo at the top of each document.

ACCREDITATION

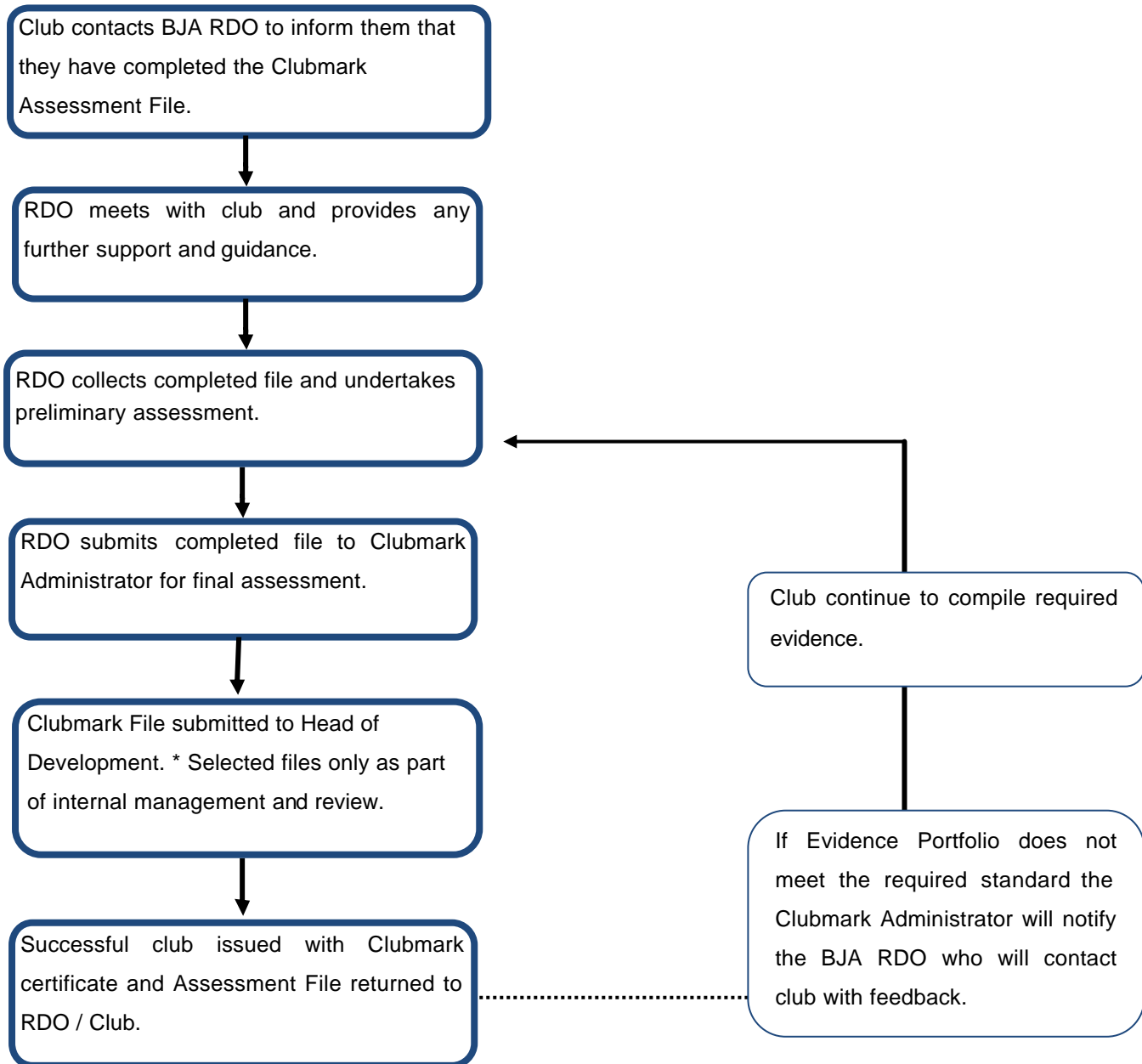
If your application is successful, your Assessment File will be returned to you along with a certificate of achievement. Accreditation certificates are valid for three years and at the end of this period your club will need to revalidate. Details of the award process and revalidations can be found in the next section, submission process. If your application is not successful, your RDO will contact you to discuss what requirements still need to be met.

If you have any queries regarding the BJA Club Recognition Scheme please contact:

Joanne Walker, Clubmark Administrator, British Judo Association, Mobile: 07854 244342,
Email: joanne.walker@britishjudo.org.uk

Submission Process

Please note that the submission process and assessment of file can take up to six weeks to process.



REVALIDATION:

Following successfully achieving Accreditation at any level your club will be required to maintain the requirements of the Assessment Criteria and keep the Assessment File up to date with appropriate evidence. The BJA will contact your club to arrange a visit at least once a year as well as provide ongoing support and guidance. Each club will be required to revalidate every three years by resubmitting the Assessment File for review. The BJA may at any point request to see your Assessment File as part of internal management and review

ASSESSMENT SUBMISSION FORM

Please complete the following and submit as part of your Assessment File. Please ensure you read the guidance notes carefully before completing.

1. CLUB DETAILS		
Club Name and Number		
Club Venue Address		
	Postcode	
Club Website Address		

2. Please tick which BJA Club Recognition Award you are applying for (Please Tick):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Bronze Award	New Silver Award	New Gold Award	Revalidation

3. MAIN CLUB CONTACT (Secretary)		
Name		
Address		
	Postcode	
Email Address		
Contact Telephone Number		

4. CLUB CLUBMARK COORINATOR (if different from above)		
Name		
Address		
	Postcode	
Email Address		
Contact Telephone Number		

5. CLUB WELFARE OFFICER DETAILS			
Name			
Address			
	Postcode		
Email Address		Contact Telephone	
Date of CRB check			

6. CLUB VOLUNTEER COORDINATOR

Name			
Address			
		Postcode	
Email Address			
Contact Telephone Number			

7. COACHES AND VOLUNTEERS

Names of Coaches	Licence Number	Coaching Level
1.		
2.		
3.		
4.		
5.		

(Required for Silver and Gold)

Name of qualified Referee	Licence Number
1.	
2.	
3.	
4.	

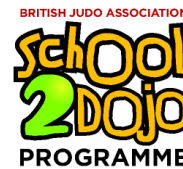
(Required for Silver and Gold)

Name of qualified Official	Licence Number
1.	
2.	
3.	
4.	

8. The School 2 Dojo programme was developed by the British Judo Association to encourage quality links between schools and judo clubs. Along with proving a copy of your link, clubs must sign here to register schools 2 Dojo link with the BJA and receive a FREE School 2 Dojo resource pack*.

Name (Print).....

Signature.....



9. If you have any examples of successful coaching programmes with young people and would be willing to share this with the BJA please tick here and a member of our team will be in touch for further information.

*Only one FREE pack per club.

By requesting a free resource pack your clubs details will be forwarded to the kind sponsor of this programme Koka Kids Magazine – the magazine that helps kids get more out of their judo.

Evidence Portfolio Checklist

1. COACHES AND VOLUNTEERS

	Criteria	Bronze	Silver	Gold	Evidence Required	Club ✓	Office use only
1.1	There are a minimum of two current BJA Licensed Level 2 (or above) coaches working within the club programme	✓	✓	✓	Insert copies of coaching certificates and complete coaches and volunteers section in Assessment Submission Form		
1.2	The club has a minimum of three current BJA licenced level 2 (or above) coaches working within the club programme		✓	✓	Insert copies of coaching certificates and complete coaches and volunteers section in Assessment Submission Form		
1.3	The club has at least one current BJA licenced level 3 coach working within the club programme			✓	Insert copies of coaching certificates and complete coaches and volunteers section in Assessment Submission Form		
1.4	The club has appointed a club Welfare Officer	✓	✓	✓	Complete Welfare Officer details section in Assessment Submission Form		
1.5	The club has appointed a Volunteer Co-coordinator	✓	✓	✓	Complete Volunteers Coordinator details section in Assessment Submission Form		
1.6	The club Welfare Officer has attended an NSPCC Time to Listen course	✓	✓	✓	Insert copy of certificate		
1.7	There is a minimum of one current BJA licenced female coach working within the club			✓	Insert coy of coaching certificate and complete details in Assessment Submission Form		
1.8	At least two volunteers (one is the Welfare Officer) have attended a Sports Coach UK Safeguarding Children course	✓	✓	✓	Insert copies of attendance certificates		
1.9	One coach has attended a Sports Coach UK Equity in your Coaching course	✓	✓		Insert copy of attendance certificate		
1.10	Two or more coaches have attended a Sports Coach UK Equity in your Coaching Course			✓	Insert copies of attendance certificates		

	Criteria	Bronze	Silver	Gold	Evidence Required	Club ✓	Office use only
1.11	One coach has attended a Sports Coach UK course in the last 12 months (other than courses stated in 1.8 and 1.9)		✓		Insert copy of attendance certificate		
1.12	At least two coaches have attended a sports coach UK course in the last 12 months (other than courses stated in 1.8 and 1.9)			✓	Insert copies of attendance certificates		
1.13	The club has adopted the BJA Equality policy and is working towards the procedures laid down	✓	✓	✓	Insert copy of signed club committee meeting minutes where BJA Equity policy was adopted		
1.14	One club member has attended any Running Sport course within the last three years		✓		Insert copy of attendance certificate		
1.15	Two or more club members have attended any Running Sport course within the last three years			✓	Insert copies of attendance certificates		
1.16	The club has a qualified active adult referee within its membership		✓		Insert copy of referee card and complete coaches and volunteers section in Assessment Submission Form		
1.17	The club has two or more qualified active adult referees within its membership			✓	Insert copies of referee cards and complete coaches and volunteers section in Assessment Submission Form		
1.18	The club has a qualified active adult Competition Official within its membership		✓		Insert copy of officials card and complete coaches and volunteers section in Assessment submission Form		
1.19	The club has two or more qualified active competition Officials within its membership			✓	Insert copies of officials cards and complete coaches and volunteers section in Assessment Submission Form		

2. DUTY OF CARE AND CHILD PROTECTION

	Criteria	Bronze	Silver	Gold	Evidence Required	Club ✓	Office use only
2.1	The club has adopted the BJA Child Protection Policy and is working towards the procedures laid down	✓	✓	✓	Insert copy of signed club committee meeting minutes where BJA child protection Policy was adopted		
2.2	The club has adopted codes of conduct for all coaches, referees and volunteers working with children and young people	✓	✓	✓	Insert copies of club codes of conduct.		
2.3	The club has a code of conduct for parents/guardians	✓	✓	✓	Insert copy of club code of conduct.		
2.4	The club has written procedures for dealing with injuries/accidents	✓	✓	✓	Insert copy of procedure and sample accident report form		
2.5	The club has access to a telephone at all club sessions, gradings and competitions	✓	✓	✓	Insert signed statement to confirm		
2.6	Coaches and volunteers have access to first aid equipment at all club sessions, gradings and competitions	✓	✓	✓	Insert signed statement to confirm		
2.7	The club has the contact details of parents/carers and one other alternative emergency contact	✓	✓	✓	Insert copy of form used and statement outlining how this information is accessible for coaches each session, grading and competition		
2.8	The club records all junior players taking part in coaching activity on attendance sheets and have access to important medical information	✓	✓	✓	Insert copies of completed Attendance registers		

3. KNOWING YOUR CLUB AND ITS COMMUNITY

	Criteria	Bronze	Silver	Gold	Evidence Required	Club ✓	Office use only
3.1	The club is affiliated to the BJA, and has Public Liability insurance	✓	✓	✓	Insert copy of valid BJA Club Membership Certificate		
3.2	The club has an open/non-discriminatory constitution that is reviewed annually and comparable to the current BJA model	✓	✓	✓	Insert copy of signed club constitution		
3.3	The club has a named contact for new and prospective players	✓	✓	✓	Complete club contact details in Assessment Submission Form		
3.4	The club has a specific membership category and pricing policy for children and young people	✓	✓	✓	Insert copy of club Membership leaflet		
3.5	The club has contact with the Local Authority Sports Development Officer and County Sports Partnership	✓	✓	✓	Insert full contact details of County Sports Partnership and Local Authority Sports Development Officer		
3.6	The club ensures that all coaching and competition takes place within a safe facility	✓	✓	✓	Insert copy of recent Risk Assessment		
3.7	The club has a set of rules for children and young people	✓	✓	✓	Insert copy of Rules		
3.8	The club communicates regularly with players/parents/carers via regular mailings of newsletter or information bulletin	✓	✓	✓	Insert copies of newsletters or bulletins AND a statement outlining club communication methods		
3.9	The club has established one Club/School link at yellow belt standard	✓			Insert copy of signed School Club Link agreement form (School 2dojo)		
3.10	The club has established Two or more BLUE belt standard School / Club links		✓		Insert copy of signed School Club Link agreement form (School 2dojo)		

	Criteria	Bronze	Silver	Gold	Evidence Required	Club ✓	Office use only
3.11	The club has established one satellite feeder club OR has established five Black Belt Standard school club links with regular activity			✓	Insert details of club or copy of signed School Club Link agreement form (School 2dojo)		
3.12	The club has regular contact with the BJA Area and County Association and attended the most recent Area AGM		✓	✓	Insert copy of Area AGM minutes and Area Development Plan		
3.13	The club has a notice board displaying current activities and other relevant information		✓	✓	Insert copy of Digital Photograph required		
3.14	The club ensures that all communication from the BJA (nationally and Area) is made available to members		✓	✓	Provide sample evidence and statement outlining how this is done		
3.15	The club has a current written 12 month action plan updated annually at the club AGM	✓	✓		Insert copy of action plan		
3.16	The club has a rolling three year development plan updated annually at the club AGM			✓	Insert copy of development plan		
3.17	The club has an individual responsible for establishing media contact			✓	Provide name and telephone number of club media contact		
3.18	The club has a web site that is updated regularly			✓	Complete address of web site in Accreditation Submission Form		

4. THE PLAYING PROGRAMME

	Criteria	Bronze	Silver	Gold	Evidence Required	Club ✓	Office use only
4.1	Coaches and volunteers have role descriptions outlining their responsibilities	✓	✓	✓	Insert copies of signed role descriptions		
4.2	The club has separate Junior and Senior training sessions	✓	✓	✓	Insert copy of club membership leaflet		
4.3	The club organises BJA Mon gradings for juniors	✓	✓	✓	Insert details of successful candidates (Name, Licence number and grading undertaken)		
4.4	The club provides opportunities for seniors to gain grades in the BJA grading scheme		✓	✓	Insert details of successful candidates (Name, Licence number and grading undertaken)		
4.5	The club provides opportunities for members to attend BJA County/Area competitions	✓	✓	✓	Insert details of individual competitors (Name, Licence number, competition and date entered)		
4.6	The club has adopted a policy whereby there is a minimum of two coaches present at every training session		✓	✓	Insert signed copy of meeting where policy adopted by committee.		
4.7	The club operates with a recommended player/coach ratio of no greater than 20:1	✓	✓	✓	Insert signed statement to confirm		
4.8	The club runs two separate sessions per week (on different days)		✓		Insert copy of club programme		
4.9	The club runs three or more separate sessions per week (on different days)			✓	Insert copy of club programme		
4.10	The club has a minimum of ten female BJA members (Senior/Junior/Kano)		✓		Insert list including names, and licence numbers of players		
4.11	The club has a minimum of 15 female BJA members (Senior/Junior/Kano)			✓	Insert list including names, and licence numbers of players		

Guidance notes

These guidance notes have been put together to assist you with completing the evidence required for each section of Evidence Portfolio. Should you require any further support or guidance please contact your BJA Regional Development Officer.

SECTION 1 COACHES AND VOLUNTEERS

- 1.1 You are required to have at least two BJA licenced Level 2 (or above) coaches working within your club. **Please insert into Evidence Portfolio copies of coaching and revalidation certificates.** Please also ensure that you insert signed Role Descriptions for both coaches as evidence for 4.1.

BJA Instructor Award certificates are not valid within this section of the evidence criteria as a coach with this award would only be insured to delivery in an emergency as stand in cover for a level 2 coach. Please visit the Technical area at www.britishjudo.org for coaching pathways document.

- 1.2 You are required to have three BJA licenced Level 2 coaches (or above) working within your club. **Please insert into Evidence Portfolio copies of coaching and revalidation certificates.** Please also ensure that you insert signed Role Descriptions for coaches as evidence for 4.1.

- 1.3 You are required to have one BJA licenced level 3 coach working within your club. **Please insert into Evidence Portfolio copy of coaching and revalidation certificate.** Please also ensure that you insert signed Role Description for coach as evidence for 4.1.

- 1.4 Clubs providing opportunities for young people should have a designated person responsible for the safeguarding and protection of young people (club welfare officers). Clubs are required to formally appoint an appropriate individual and ensure that they have a clear role description in place outlining their responsibilities. It is vital that all club members are aware that the Welfare Officer exists, the role they undertake within the club and how they can be contacted. It is considered best practice if clubs can appoint two welfare officers (primary and secondary), preferably one male and one female. Welfare Officers MUST be formally appointed by the club committee, have undertaken the relevant training (see 1.6 and 1.8) and have a recent Enhanced Criminal Records Bureau check (CRB) undertaken by the BJA.

It is advantageous, and a requirement for Clubmark, to separate roles/responsibilities for coaching/delivering activities from safeguarding/welfare responsibilities. Therefore the primary Welfare Officer should not be a coach within the club or be related to a coach within the club. **Please complete relevant section within Assessment Submission Form.**

The BJA Time To Listen course will provide further guidance on the role of the Welfare Officer, see 1.6.

1.5 Volunteer coordinators are key personnel and play an important role for coaches and volunteers that give up their time to help run the club. Clubs are required to appoint a volunteer coordinator and ensure that they have a good understanding of how to recruit, retain and reward volunteers within the club. Volunteer coordinators require a clear role description in place (see 4.1 for role descriptions) that represents the role they undertake. **Please complete relevant section within Assessment Submission Form and insert signed role description into Evidence Portfolio (evidence 4.1).**

1.6 It is essential that the Club Welfare Officer understands fully their role within the club and is confident with the policies and procedures that should be in place to safeguard young people. They need to understand best practice and procedures that should be followed in the event of any suspicion or if an incident occurs. The NSPCC Time To Listen course, run by the BJA, will provide your Welfare Officer with the training and tools they need to perform their role. **Please insert into Evidence Portfolio copy of Time To Listen attendance certificate for Welfare Officer.**

If you are having trouble identifying a course, contact your RDO who will assist. Visit the policy and guidelines section at www.britishjudo.org.uk for further information and guidance.

1.7 Access and exposure to female role models in positions of leadership (i.e. a coach) is particularly important to girls, as they have fewer such role models than do boys - and this is especially true in sport contexts. Quality female coaches can have a significant positive impact upon the recruitment and retention of girls within judo. **Please insert into Evidence Portfolio copy of coaching certificate for a minimum of one active qualified female coach.**

BJA Instructor Award certificates are not valid within this section of the evidence criteria as a coach with this award would only be insured to delivery in an emergency as stand in cover for a level 2 coach. Please visit the Technical area at www.britishjudo.org.uk for coaching pathway documents.

1.8 It is essential that the Welfare Officer, volunteers and coaches are aware of club policies and procedures that promote child centred environments. They should also understand how to avoid putting themselves at risk of allegation through poor coaching practice.

The Sports Coach UK Safeguarding and Protecting Child course will provide information on good coaching practice, how to recognise signs of abuse and the correct course of action to take if concerns are raised. It is a requirement for the Welfare Officer plus one other volunteer (preferably coaches) to have attended this course. **Please insert into Evidence Portfolio copies of attendance certificates.**

If you already hold a Sports Coach UK Safeguarding and Protecting Children certificate and this is more than 3 years old, you are advised to attend a Sports Coach UK Safeguarding and Protecting Children **2** course, the follow-up to 'Safeguarding and Protecting Children'. Coaches are able to reinforce and strengthen their understanding of safeguarding without repeating the first workshop. Please contact your RDO for support with identifying courses in your area.

1.9 A coach is required to have attended a Sports Coach UK Equity in your coaching workshop within the last 3 years. This workshop is aimed at all coaches to ensure that their coaching practices are fair and equitable and to raise coach's awareness as to the barriers that participants may experience. **Please insert into Evidence Portfolio a copy of Equity certificate.** For help identifying a course in your local area, please contact your RDO.

1.10 As above, **however please insert into Evidence Portfolio certificates for two or more coaches that have attended the course, within the last 3 years.**

1.11 Being a successful and effective coach is much more than simply being qualified, it involves a matrix of skills, knowledge and coaching ability. Sports Coach UK have established a range of generic sports courses targeted at developing and enhancing coaches. At least one coach should have attended a Sports Coach UK course other than Safeguarding and Protecting Children and Equity in Your Coaching within the last 12 months. **Please insert into Evidence Portfolio a copy of attendance certificate.**

For help identifying a course in your local area, please contact your RDO.

1.12 As above, however two coaches should have attended courses. **Please insert into Evidence Portfolio copies of attendance certificates**

For help identifying a course in your local area, please contact your RDO.

1.13 The concept of 'Sport for All' is nothing new and those agencies providing sport throughout the UK have acknowledged and supported this for many years. The British Judo Association is committed to ensuring that no participant, coach or volunteer receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, pregnancy, social or class background, nationality, religious belief or sexual preference or political belief. The BJA has produced an Equity Policy which clubs should formally adopt and adhere to. **Please insert into Evidence Portfolio committee meeting minutes to evidence adoption and commitment to the BJA policy.** .

Please visit the Policy and Guidelines section at www.britishjudo.org.uk to download the BJA Equity Policy and gain further information.

1.14 Running Sports are a National organisation that focuses on supporting the development of volunteers in sport. They have established a number of resources and courses to provide clubs with guidance in many areas including volunteer management, club action planning and funding. **Please insert into Evidence Portfolio copy of attendance certificate.**

Please visit www.runningsports.org for details of Running Sports courses and your RDO for support with identifying courses in your area.

1.15 As above, however two or more club volunteers to attend courses. **Please insert into Evidence Portfolio copies of certificates**

- 1.16 Clubs should have one adult referee qualified at a minimum level of Area Referee who is currently active. Evidence of their attendance at events during the past 12 months should be inserted into the Evidence Portfolio. Referees MUST have attended an education seminar bi-annually (this will be evident on their record card). **Please insert into Evidence Portfolio either a copy of the referee's record card or annual attendance report from the BJA.**
- 1.17 As above, however **please insert into Evidence Portfolio above evidence for two or more qualified active senior referees.**
- 1.18 Clubs should have one adult qualified official, Timekeeper/Scorer, who is currently active. **Please insert into Evidence Portfolio evidence of attendance at events during the past 12 months.** Please contact the BJA for a confirmation report.
- 1.19 As above, however **please insert into Evidence Portfolio above evidence for two or more qualified active senior competition officials.**

SECTION 2 DUTY OF CARE AND CHILD PROTECTION

- 2.1 All sports organisations have a duty of care for young people for whom they provide activities and services. It is important that your club establish procedures to safeguard young people. Clubs are also required to have an Incident Report Form which can be used to document any concerns and/or incidents relating to the welfare of young people. The Welfare Officer is responsible for collecting this information, ensuring that any completed forms are kept in a secure place, and that the appropriate steps are taken in response.

Clubs should formally adopt the British Judo Association Child Protection Policy and insert into the Evidence Portfolio a copy of club committee meeting minutes where this policy was adopted.

It is important to remember that clubs are not required to resolve Child Welfare issues alone and that the British Judo Association can provide guidance and support. Please visit the Policy and Guidelines section at www.britishjudo.org.uk to download the BJA policy and further information.

- 2.2 All club members and guest should be aware of what behaviour is expected of them and how this contributes to a welcoming and enjoyable club environment for all. Clubs should ensure that all coaches, referees and volunteers receive a code of conduct. It is important that clubs also have procedures in place for situations where individuals act outside of these codes and these should be documented within the club constitution. **Please insert into Evidence Portfolio a copy code of conduct for coaches/referees/volunteers.**
- 2.3 As above, however clubs should have in place a code of conduct for parents and carers. **Please insert into Evidence Portfolio copy of code of conduct for parent/carers.**

- 2.4 Clubs should have in place guidelines and procedures for dealing with an accident which all coaches have a duty to understand and implement. Coaches are responsible for recording accidents when they occur and should have access to report forms at all training sessions, competitions and gradings. The Club Welfare Officer should ensure that accident forms are stored in a secure place and kept on file. **Please insert into Evidence Portfolio a copy of club accident procedures and accident reporting form.**

All clubs have a duty to complete and return a BJA Incident Notification Form for the following:

- Any fracture or suspected fracture (other than to toes, fingers, thumbs)
- Any head injury
- Dislocation or suspected dislocation of the shoulder, hip, knee or spine
- Unconsciousness
- Injury involving either referral to or actual hospital treatment
- Any other serious injury that in the opinion of the club ought to be reported. This is particularly relevant where minors are involved.

BJA Incident Reporting Forms can be downloaded on the BJA website under membership/Insurance.

- 2.5 Clubs should have access to a telephone at all times, including sessions, gradings and competitions for the safety of coaches and participants. A phone may be required in both emergency and non emergency situations and therefore coaches need to ensure that they have access to a telephone at all times. **Please insert into Evidence Portfolio statement (signed by club chair) to confirm coaches have access to a telephone at sessions, gradings and competitions.**

- 2.6 Clubs should have access to first aid equipment at all times, including sessions, gradings and competition. A first aid kit may be required in both emergency and non emergency situations. Coaches need to ensure that they have access to one at all times and have undertaken basic First Aid training to enable them to be confident to respond to injuries that may occur. **Please insert into Evidence Portfolio statement (signed by club chair) to confirm that this requirement is in place.**

- 2.7 It is important that clubs have access to basic personal information for all members and therefore have in place a club registration system. Registration forms should be used to request the following information from U18s:

- Name and gender
- Date of birth
- Contact address and telephone number
- Emergency telephone number x 2
- Any medical conditions
- Consent from parents, carers or guardians for emergency first aid to be carried out when required.
- Photography consent – consent to photos being taken by the club for publicity purposes etc.
- Notification of any disabilities
- Detail of young person's school / college that they previously attended or are attending.

Registration forms should be kept in a secure place but contact and emergency information made available to coaches delivering sessions. **Please insert into Evidence Portfolio a copy of your clubs registration form and statement outlining how coaches access this information during each session, grading and competition.**

- 2.8 Clubs are responsible for every young person left in their care and should therefore have in place a stringent method of signing in and out young people at club sessions. **Please insert into Evidence Portfolio copies of completed registers.**

SECTION 3 KNOWING YOUR CLUB AND ITS COMMUNITY

- 3.1 All clubs should be affiliated to the BJA and have the required level of public liability insurance. **Please insert into Evidence Portfolio a copy of current BJA membership certificate.**
- 3.2 A constitution sets out the purpose and rules of a club. It is a document which contributes towards a successful and efficient club structure and demonstrates a commitment by its members to not discriminate against individuals whatever their age, ability, gender, race, ethnicity, sexuality, religious belief or social/economic status. Club constitutions should be reviewed by the club committee annually and be comparable to the BJA model. **Please insert into Evidence Portfolio copy of your club constitution signed by the club chair.**
- 3.3 Clubs should have a named contact for new and prospective players that can be accessed via telephone and email. **Please complete relevant section within Assessment Submission Form.**
- 3.4 Clubs should have a specific membership category and pricing policy for children and young people that represent lower training and membership fees than that of adults. Clubs are required to have a membership leaflet which outlines this along with club session times and contact. **Please insert into Evidence Portfolio copy of club membership leaflet.**
- 3.5 Clubs should be aware of who their Local Authority Sports Development Officer and County Sports Partnership contacts are. These organisations are focused on developing sport within your local community and can in many cases offer some beneficial opportunities for clubs. **Please insert into Evidence Portfolio contact details of Local Authority and County Sports Partnership.**

Should you require any assistance with this, please contact your RDO.

- 3.6 Clubs are required to demonstrate commitment to the protection of its members and volunteers against the risk of harm or injury by ensuring the appropriate risk assessments are carried out on facilities in which coaching, competition and gradings take place. **Please insert into Evidence Portfolio a copy of risk assessment(s), carried out in the last 6 months, for club training venue(s).**

If your club uses a facility that is managed by another “body”, such as local authority or private trust, you should gain confirmation of “by who” and “when” these checks are carried out. Clubs should also ensure that the risk assessment carried out is appropriate and takes into account the use of the venue for judo. In this instance a copy of the last risk assessment undertaken by the other “body” should be copied and inserted into the file as evidence.

In both instances, your club coach should carry out an assessment before each coaching session to ensure that there are no hazards that could result in injury to any club member or spectator.

- 3.7 Clubs should have a set of junior rules which outline clearly the expected behaviours for young people within the club. If adhered to these will contribute to a more pleasant and enjoyable experience for every child within the club. All junior players should be provided with a copy of these rules and they should be clearly displayed upon the club notice board. **Please insert into Evidence Portfolio copy of junior rules.**
- 3.8 One characteristic identified within a quality club is that of effective communication. It is important that each club communicates with its members and in the case of young people, with parents/guardians or carers through a variety of mediums. **Please insert into Evidence Portfolio a statement that outlines how your club communicates with its members and parents/carers along with 2/3 recent examples.** Examples could include a print out from your club website, newsletter or leaflets promoting club events.
- 3.9 Quality clubs have in place effective links with the community, especially schools and through this are able to maintain and grow its membership. The BJA has developed the School 2 Dojo programme to support clubs with this engagement. To establish a link, as required for Clubmark, clubs are required to make contact with a minimum of one local school and complete a formal link agreement. **Please insert into Evidence Portfolio signed copy of “yellow” link agreement.** Please visit www.britishjudo.org.uk or contact your RDO for agreement form and further information on schools 2 dojo.
- 3.10 As above, however **please insert into Evidence Portfolio copies of two or more completed “blue belt” link agreements.**
- 3.11 As above, however **please insert into Evidence Portfolio copies of five “black belt” link agreements.** Alternatively please evidence that your club has established a Satellite feeder club. This club should be registered with the BJA.
- 3.12 All BJA affiliated clubs are expected to support their Area Committees and work towards the aims and objectives of the National Governing Body of Judo. It is important that clubs are therefore aware of specific Area and BJA targets and how these are going to be achieved. **Please insert into Evidence Portfolio a copy of your Area’s most recent Development Plan and Area AGM minutes.**
- 3.13 It is important that a club effectively communicates with its members as outlined in 3.8. One way of improving communication is through having a club notice board which can be used to display information such as; club rules, Welfare Officer details, up and coming fundraising events and competition results. **Please insert into Evidence Portfolio a photo image of your club notice board.**

3.14 The BJA requires the support of clubs to communicate to its members, which can include such information as new programmes or initiatives, events or policy changes. Depending on what is appropriate, information supplied directly to club secretaries and coaches should be displayed within the club or circulated.

Please insert into Evidence Portfolio a statement outlining how information from the BJA is made available to members within your club.

3.15 Effective club development and planning underpins a successful club and this achieved through having a robust and well structured club development plan. This plan should outline key targets and objectives for the year and what steps are required to achieve them. They should be documents that can be reviewed regularly by the club committee and reported against at AGMs. Clubs should ensure that their development plan covers the following areas of development:

- Administration, Management and Promotion
- Club finance and fundraising
- Coach and Volunteer Development
- Club membership
- Player Pathways – Competitions and gradings.
- Safeguarding and Protecting young people
- Equality

Please insert into Evidence Portfolio a copy of your clubs 12 month action plan.

Please contact your Regional Development Officer for further guidance on club development planning.

3.16 As above, however Gold clubs are expected to have in place a robust and well structured 3 year plan. Please visit www.britishjudo.org.uk to download the National Guidelines for Development Plans, a comprehensive guide to long terms visions and plans for your club. **Please insert into your Evidence Portfolio copy of club three year development plan.**

3.17 Local media coverage will help raise awareness of your club and attract new members. One of the most effective tools when trying to get your story into the media (local and free newspapers, local radio, local television) is a press release.

A press release will provide a newsworthy story that you submit to various media - newspapers, radio, television, magazines, etc. If they are interested in your story, they may just interview you, run your press release in their publication, or write an article based around your story. The publications may also send a photographer to your club to take pictures of an event or member.

Even if you do not send out any press release, by creating a consistent point of contact you have already made it easy for the media to contact you. You can also speak to the British Judo Communications Department on 01509 631674 who can produce press releases on your behalf. **Please insert into Evidence Portfolio name and contact number of club media contact.**

3.18 One of the most effective forms of marketing your Club is to have a website. A website works on your behalf 24 hours a day, seven days a week. Prospective and existing members can log onto your website to find out about your club, session times and venues at any time. You can also promote events you are holding and update the wider community on your achievements. Contrary to popular belief a good internet site is not necessarily cost prohibitive. It's most important role is showcasing your club and allowing you to communicate effectively with those interested parties. **Please insert into Evidence Portfolio details of club website address.**

SECTION 4 PLAYING PROGRAMME

4.1 Each club requires a committee of dedicated volunteers that carry out specific roles. In order for these roles to be carried out effectively "role descriptions" should be written and reviewed each year. **The following roles should exist within your club and role descriptions inserted within Evidence Portfolio:**

- Chairman (signed by chairman)
- Secretary (signed by secretary)
- Treasurer (signed by treasurer)
- Welfare Officer (signed by welfare officer)
- Volunteer coordinator (signed by volunteer coordinator)
- Coach (signed by coach)
- Assistant coach (signed by coach)

Please ensure that each description contains the name of the individual who is currently carrying out the role.

4.2 Your club should have separate junior and senior training sessions. This is important for not only the technical development of participants, but a young person self confidence and belief in their own ability within the sport. **Please insert into Evidence Portfolio full details of club training, including days and times of junior and senior sessions.**

4.3 It is fundamental to the development and success of all young players involved in the sport of judo to progress through the BJA grading syllabus. Clubs should provide evidence to show juniors members undertaking grades through the BJA Mon grading scheme. **Please insert into Evidence Portfolio the names, licence numbers and details of gradings, undertaken by at least 5 juniors within the last 12 months.**

4.4 Clubs should provide opportunities for adults to gain grades through the BJA grading system. This is important for the continued development and retention of players within the sport. **Please insert into Evidence Portfolio the names, licence numbers and details of gradings undertaken, by at least 5 adults within the last 12 months.**

4.5 It is important that all young players involved in the sport of judo are provided with the opportunity to participate in competition in order to progress within the sport. **Please insert into Evidence Portfolio the names, licence numbers and details of competitions entered by at least five juniors within the last 12 months.**

If you are unable to provide this evidence due to the lack of interest from juniors within your club to compete then please insert a written statement (signed by club chair) explaining how your club promotes and encourages competition.

4.6 Clubs that are actively developing their voluntary workforce through increasing the number of qualified coaches should be able to provide increased levels of support and guidance for participants through having a higher coach/player ratio. Clubs can and should therefore implement a policy of two or more coaches being present at every training session. **Please insert into Evidence Portfolio a copy of committee meeting minutes, signed by Chair, where policy was adopted.**

4.7 In order for all young people to be provided with effective coaching in a safe environment clubs should work within the 20:1 player / coach ratio, meaning for every 20 players there is at least one coach present. **Please insert into Evidence Portfolio a statement (signed by club chair) to confirm that your club operates within this ratio.**

4.8 Clubs that provide opportunities for members to access training twice a week will not only assist in enhancing a player's technical and physical development but also provide increased accessibility for members to train and new members to join. **Please insert into Evidence Portfolio days and times of club training sessions.**

4.9 As above, but clubs should provide sessions three times per week. **Please insert into Evidence Portfolio days and times of club training sessions.**

4.10 It is important that all clubs are committed to equality and provide opportunities for both males and females to train and compete in judo. A club that includes a healthy number of female participants will significantly impact upon the recruitment and retention of girls within judo. **Please insert into Evidence Portfolio names and licence numbers of 10 female BJA players (junior/adult).**

4.11 As above, however **please insert into Evidence Portfolio names and licence numbers of 15 BJA players (junior/adult).**

Assessment Summary Form (For office use only)

RDO Signature of Approval

Bronze Award: Signed..... Date..... Confirmed..... Date.....

Silver Award: Signed..... Date..... Confirmed..... Date.....

Gold Award: Signed..... Date..... Confirmed..... Date.....

Assessment notes

Clubmark Administrator:

Signed:..... Date:.....