

ClubFife

Activity Provider



Questionnaire



ClubFife Activity Provider Questionnaire

All clubs should complete the questionnaire below and evidence any documents requested.

Levels There are 2 levels of ClubFife



Activity provider ensures that the club meets a minimum set of requirements. This includes basic structure, insurance and qualifications.



Sports Clubs should strive to achieve ClubFife Gold Star status. This supports the club to look at their governance, procedures and development. Only clubs who have achieved Gold Star status will be able to access the benefits of the ClubFife programme.

Step by Step Guide

Is the process that all clubs will go through to achieve ClubFife

STEP 1 Submission

Complete and return the ClubFife application form

STEP 2 Review

A member of the sports development team will review the evidence submitted and will inform the club if all the essential evidence has been received.

ACCREDITATION COMPLETE

Congratulations. Your club has successfully completed the ClubFife Activity Provider accreditation process.

ACCREDITATION INCOMPLETE

A member of the Sports Development team will be in touch to arrange a meeting to discuss the reasons why the accreditation criteria has not currently been met, along with advice and support to help the club successfully achieve accreditation.

STEP 6 Accreditation

ClubFife is valid for 3 years and to regain ClubFife accreditation a club is reassessed on all areas. During the 3 year accreditation period, you should expect at least one visit from a member of the Sports Development team.

STEP 6 Gold Star Accreditation

Your club will be provided information on the Gold Star Accreditation process which is the next level of ClubFife accreditation.

Please complete all fields below. For all questions in red, the club is required to submit requested evidence.

Club Name		
Sport (s)		
Contact Name		
Position in Club		
Contact Address		
		Postcode:
Telephone No	Daytime:	Evenings:
Email Address		

1. Do you have a junior section within your club? Yes No

2. Does your club have an open, non-discriminatory and fit for purpose constitution? Yes No

Please submit a copy of your constitution.

3. Is your club adequately insured for the activities and services it provides? Yes No

Please submit a copy of your insurance policy

4. Is there a first aider present at every club session / fixture / competition? Yes No

5. Are your coaches adequately qualified to deliver sessions within the Club? Yes No

Please complete the table below for all coaches within your Club and submit copies of all coaches qualifications.

*** Sections in green are only applicable to clubs with a junior section**

Name	Role	Sport Specific Qualifications	First Aid (include expiry date)	SCUK Safeguarding & Protecting Children	PVG membership (Yes or No)

Please return this form to your sports development officer or to Sports Development

sportsdevelopment.enquiries@fife.gov.uk

2nd Floor, Rothesay House, Rothesay Place, Glenrothes, Fife, KY7 5PQ

Please tick which supporting documents you have submitted

Constitution
Insurance Policy

Coaches Certificates

Sports Specific
First Aid
Safeguarding and Protecting Children

ActiveFife
sports development

ClubFife
Accreditation 

Fife 
COUNCIL