

# ClubFife Application Form

Club Name .....

Contact Name .....

Position within Club.....

Contact Email .....

Contact Telephone .....

Contact Address .....

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Please complete and return this application form to:

**Sports Development**  
**Rothesay House – 2nd floor South**  
**Rothesay Place**  
**Glenrothes**  
**Fife Ky7 5PQ**

Alternatively complete and return this form electronically to

[Sportsdevelopment.enquiries@fife.gov.uk](mailto:Sportsdevelopment.enquiries@fife.gov.uk)

For more information please call the Sports Development team on

**01383 602 393** or contact us at

[sportsdevelopment.enquiries@fife.gov.uk](mailto:sportsdevelopment.enquiries@fife.gov.uk)



# ClubFife Accreditation



# What is ClubFife?

ClubFife is Fife Council's accreditation scheme for community sports clubs and physical activity providers.

## Levels

There are 2 levels to ClubFife

- Activity Provider
- Gold Star



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 accreditation. This supports the club to look at their governance, procedures and development. Only clubs who have achieved Gold Star accreditation will be able to access enhanced benefits of the ClubFife programme.

## Process

### Step 1 Application

Submit Application to the sports development team.

### Step 2 Sports Development Meeting

Your club will be assigned a sports development officer who will meet with you to discuss the application and next steps.

### Step 3 Submission

Complete the Club Fife questionnaire and submit required evidence.

### Step 4 Club Visit (Only applicable to Gold Star Level)

A sports development officer will arrange a club visit to verify evidence.

### Step 5 Accreditation

Your club will receive accreditation or be informed on what further evidence is required to achieve accreditation.

# What can ClubFife do for your club?

Having ClubFife can be advantageous in many of the following ways:

**Club development** – The ClubFife process helps clubs build a solid infrastructure within the club.

**Community credibility** – By addressing issues such as child protection, equity and first aid, people will have increased confidence in your organisation when deciding which club to join.

**Continuous improvement** – ClubFife accreditation actively encourages clubs to be better organised and work together more effectively.

**Developing coaches** – All ClubFife clubs must ensure that coaches and volunteers have received the appropriate training and hold the appropriate qualifications giving people confidence that standards will be maintained and performance improved.

**Finding and keeping members** – Achieving ClubFife makes you think about how you cater for all your club members and how to attract new members.

**Funding** – ClubFife Gold Star accredited clubs are eligible to apply for a £250 club development grant through Fife Council's Community Sports Grants. Many other funding bodies actively look for ClubFife accreditation (or governing body equivalent) or require clubs to be working towards it before they consider offering funding.

**Training** – ClubFife Gold Star accredited clubs are entitled to receive 50% discounts on certain Active Fife training courses. Please see Active Fife training programme for details on eligible courses.

**Links with schools** – The ClubFife process can help establish strong links with local schools to help attract and retain new junior members. Schools in Fife look out for the ClubFife logo, as they know they are signposting their children to a safe and structured club.

**Marketing & promotion** – All ClubFife clubs can use the ClubFife logo and will be recognised by Active Fife's social networking sites and any other Active Fife publicity.

**Volunteers** – ClubFife promotes a culture within clubs that recognises hard work and dedication, and achieving accreditation can help to get more people involved, and keep them involved. Volunteer codes of conduct help clubs understand who does what and helps recognise their contribution to the club.