

# ClubFife Gold Star



## Questionnaire







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

## Step by Step Guide

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

### STEP 1 Club Meeting

A member of the Sports Development team will be in touch to arrange a meeting to discuss the ClubFife Gold Star accreditation process. You will also be sent the club questionnaire in order to start gathering the evidence required. Each club will take varying lengths of time to gather and evidence the criteria, so a realistic time frame will also be discussed at this meeting.

### STEP 2 Submission

The questionnaire and evidence can be returned electronically or given to the Sports Development Officer when you meet them. If there is any evidence you need assistance with, your sports development officer will be able to provide support.

### STEP 3 Club Visit

Your Sports Development Officer will arrange an accreditation visit. This will take place to ensure that the club is putting these policies and procedures into practice within the club. Typically this visit will take place on a training night and will involve informal discussions with club members, officials, coaches, parents (where there is a junior section) to ensure the essential criteria is being met.

### STEP 4 Evaluation

An evaluation will be completed and returned to the club within 14 days of the visit. This evaluation will inform the club whether they successfully gained Gold Star accreditation or whether there are any criteria that still require to be met / evidenced

### ACCREDITATION COMPLETE

Congratulations. Your club has successfully completed the ClubFife Gold Star accreditation process. Your Club presented with a ClubFife Gold Star certificate and given access to use ClubFife Gold Star logo's on Club website, social networking and any promotional material.

### 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. It is the club's responsibility to keep all documentation up to date and should inform the sports development team if there are any significant changes that may affect accreditation.



Please complete all fields below.

**For all questions in red, the club is required to submit requested evidence.**

**All comments in blue may require a club visit from the SDO**

## Affiliations and Partnerships

1. Is your club affiliated to a Sports Council? Yes  No

If yes, which sports council? .....

2. Is your club affiliated to a national governing body? Yes  No

If yes, which governing body? .....

## Club Management

3. Are committee meetings run efficiently, effectively and in accordance with the constitution of the Club? Yes  No

**Please submit minutes from a committee meeting held within the last 3 months**

**Your SDO may request to attend a committee meeting**

4. Does your Club hold an AGM? Yes  No

**Please submit minutes from the last AGM**

5. Does your Club have a bank account in the Clubs name which is used solely for Club use? Yes  No

**Please submit a copy of a recent bank statement which should be from within the last 3 months**

6. Are your Club accounts independently examined annually? Yes  No

**Please submit a copy of your annual accounts**

7. Does your Club have role descriptions for committee positions? Yes  No

**Please submit copies of these role descriptions**

**Your SDO may wish to discuss roles and responsibilities with committee members during a Club visit**

8. Does your Club have role descriptions for coaching positions? Yes  No

**Please submit copies of these role descriptions**

**Your SDO may wish to discuss roles and responsibilities with committee members during a Club visit**

9. Does your Club have codes of conduct for committee members and coaches? Yes  No

**Please submit copies of these codes of conduct**

10. Does your Club have any other relevant policies? Yes  No

**Please submit these policies**

## Club Development

11. Does your Club have a structured Club development plan? Yes  No

**Please submit a copy of your Club's development plan**

12. Does your Club currently engage in any of the following activities in order to attract new members?

Open days  School taster sessions  School flyer drops  Community Galas

Social media  Other (please specify) .....

13. Is your club committed to adopting the Positive Coaching Scotland ethos within the club?

Yes  No

14. Has your club attended or organised the following Positive Coaching Scotland Workshops?

Leaders Date of workshop .....

Coaches Date of workshop .....

Parents Date of workshop .....

## **Membership**

15. Please provide details of current membership categories by completing table below

<b>Membership Category</b>					
<b>Age range</b>					
<b>Membership Charge</b>					
<b>Cost per session</b>					
<b>Other fees</b>					
<b>Male members</b>					
<b>Female members</b>					

16. Does your club have a membership form making reference to medical conditions that may impact on participation? Yes  No

Please submit a copy of your membership form

17. Does your club issue a welcome pack for new members which includes codes of conduct for participants and parents? Yes  No

Please submit a copy of your welcome pack

18. Does your club keep a database of all members contact details? Yes  No

Your SDO may request to see this database during a club visit.

19. How does your Club communicate with its members?

.....  
.....  
.....

Your SDO may speak to members regarding communication during a club visit.

## **Child Protection** (only applicable to clubs with a junior section)

20. Does your Club have a child protection policy? Yes  No

Please submit a copy of your Club's child protection policy

Your SDO may speak to coaches, CPO and parents during a club visit to see if this policy is implemented within the Club.

21. Does your Club have a child protection officer (CPO)? Yes  No

22. If yes, has the CPO attended an 'In Safe Hands' workshop in the last 3 years Yes  No

Please submit a copy of your CPO's certificate of attendance

## **Health & Safety**

23. Does your Club complete risk assessments (RA) for all of the activities it undertakes? Yes  No

Please submit a copy of a risk assessment used within your Club

Your SDO may request to see completed RA's during a Club visit

24. Does your Club have an accident reporting form? Yes  No

Please submit a copy of the accident reporting form used within your Club

Your SDO may request to discuss the accident reporting procedures during a Club visit.

25. Are registers taken for all junior (under 16) sessions? Yes  No

Your SDO may request to see registers during a Club visit

26. Does your Club follow NGB recommendations on coach to participant ratios? Yes  No

If yes, please provide information on these ratios

.....  
 .....  
 .....

Your SDO will observe if these ratios are adhered to during a Club visit

**Facilities**

27. Please let us know about the facilities the club uses

Facility Name	Address	% Club use	Does the club hire, lease or own this facility

**Checklist**

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

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

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

Please tick which supporting documents you have submitted

**Club Management**

- Committee meeting minutes
- AGM minutes
- Bank statement
- Club accounts
- Role descriptions committee members
- Role descriptions coaches
- Codes of conduct committee members
- Codes of conduct coaches

**Club Development**

- Club development plan

**Membership**

- Membership form
- Welcome pack

**Child Protection**

- Child protection policy
- Child protection officer
- in safe hands certificate

**Health and Safety**

- Risk assessments
- Accident reporting form

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

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

**2<sup>nd</sup> Floor, Rothesay House, Rothesay Place, Glenrothes, Fife, KY7 5PQ**



**ActiveFife**  
sports development

**ClubFife**  
Accreditation 

**Fife**   
COUNCIL