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**THE BRITISH AIKIDO BOARD**

**CLUBMARK  
ASSESSMENT  
PORTFOLIO**

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## Foreword

Firstly, I would like to congratulate you on your decision to work towards Clubmark accreditation. It is important that we all strive to keep abreast of developments in sports coaching and club management, and Clubmark is just one way in which we can achieve this aim. The BAB is delighted to be making this Sport England scheme available to our member Associations and Clubs, and I am sure it will be yet another step towards raising both the profile and the professionalism of aikido in the UK.

Clubmark is special in as much as it is exclusively available to those clubs offering training programmes for young people, and this group so often represents the 'future' of any sport. Making sport available to the younger members of society, and encouraging them to commit to continued participation in physical activity is absolutely vital in this age of computers and television. I personally feel that being part of a club – a supportive community of friends – can also play an even wider role in the personal development of young people. We also need parents and carers to feel confident in leaving their children with us in our clubs. Clubmark is a valuable and credible route towards achieving this.

This document will help you gather together your evidence as you work towards Clubmark accreditation. The BAB is committed to helping all our eligible member Associations and their Clubs to achieve Clubmark, and ultimately we hope that all junior clubs will gain the award.

Being in the BAB, and participating in our coach development programme, means that you are already well on the way to achieving some of the key aspects of the Award. You may have to attend some additional courses or implement some new procedures, but I am sure all of these will help to support and improve the profile and activities of your Club.

I wish you every success in becoming a BAB Clubmark-accredited Aikido Club.

Vincent Sumpter  
Chairman, BAB

## Introduction

This document is supplied to assist you in developing your portfolio of evidence as you work toward Clubmark accreditation.

It should be read in conjunction with the Resource Pack (the Resource Pack gives much more detail about the evidence you will need to gather – along with a great deal of helpful background information).

Each section of this portfolio document ‘mirrors’ the same section in the Resource Pack and so you may find it helpful to use both documents together. Gaining Clubmark is intended to offer you development opportunities, as well as to validate your current procedures and standards, so we hope that working towards accreditation will also offer you a learning and development experience. The Resource Pack contains lots of background information to help you (the BAB Clubmark Officer has re-written parts of the Sport England generic Resource Pack to make it aikido-specific, and this re-written document is the one you have been supplied with. However, you can also download the generic pack and other information from the Clubmark website [www.clubmark.org.uk](http://www.clubmark.org.uk)).

The following pages contain a series of grids which you can complete as you gather your evidence. Column 1 links in to the numbered sections in the Resource Pack and details the criteria you must meet in order to gain Clubmark accreditation. Column 2 offers suggestions as to how you might meet the criteria – the evidence you could supply – along with any other specific requirements or guidance (some items listed in Column 2 may be mandatory and these will be underlined). Column 3 is for you to complete with details of the evidence you are supplying, and below you can see a sample of what might be written here. Column 4 should be completed with a unique reference number for the piece of evidence in question. Column 5 is for BAB use and should be left blank.

1 Criteria to be met	2. Examples of how you could evidence the criteria	3 Description of evidence supplied	4 Evidence Reference Number	5 For office use
Provide a structured coaching programme which is published and about which information is made available to members and parents alike.	Provide leaflets, posters etc showing how many times the club meets; agreements/bookings for regular sessions	<ol style="list-style-type: none"> <li>1. <u>A poster showing our club training times</u></li> <li>2. <u>A booking form for our local village hall showing our regular block booking of 10 weeks throughout the year</u></li> <li>3. <u>A report stating how parents and children can access this information</u></li> </ol>	<p><b>ER1</b></p> <p><b>ER2</b></p> <p><b>ER3</b></p>	

Feel free to add supplementary pages as required (numbered or referenced appropriately). Covering reports and notes can be helpful for the Assessor – just a few words of explanation to put the evidence into context.

You will probably want to keep your evidence in a folder, in a binder or in plastic wallets that can be safely filed away. Whatever method you use, ensure you clearly label each piece of evidence

### **Who can apply? Is it the Club or the Association**

Clubmark is awarded at Club level only. Obviously a club will belong to an Association, and so the two will be linked to some extent. It is also likely that some evidence will come from Association level (e.g. constitution, child protection policy etc). If your Association has seven clubs wanting to go for Clubmark then you will have to provide seven assessment portfolios, even though some of the information may be duplicated. (You cannot cross reference evidence from one file to another.) A letter of authority or e-mail from an appropriate person within your Association (e.g. secretary, head of association, chair) must be provided when you start the accreditation process (see below 'Getting Started').

### **Getting started**

You should contact the BAB Clubmark Officer and notify him that your club wishes to work towards Clubmark accreditation. At this time you must also supply the letter of authority from your Association. The BAB Clubmark Officer will then arrange for your club's details to be entered onto the database of clubs working towards accreditation.

Then, read through the criteria and the suggestions as to how you may evidence them. Some you can probably do straight away (e.g. copies of Coach Certificates, insurance details and so on). Others may need thinking about – maybe meeting with your Management Committee or Executive in order to produce reports or adopt certain policy documents.

It might be helpful to make a tick list of the various criteria which need specific action so you can draw up a plan. You should read this document in conjunction with the Resource Pack.

### **What is acceptable evidence?**

Evidence should obviously be valid, and honestly gathered. It should also be 'current' – this usually means something generated within the last 12 months where you are evidencing operational procedures (the more up-to-date, the better).

There will be exceptions to this. For example, if you gained your Coach Award 3 years ago then you will not be expected to take it again! A copy of your 3-year-old certificate will be fine.

Any requests for Accreditation of Prior Achievement (APA) or Accreditation of Prior Learning (APL) should be submitted in advance for verification and approval by Sport England.

## **Templates**

Sport England Clubmark has supplied a variety of Templates to help Clubs working towards accreditation. As part of an Association already in the BAB, it is unlikely that your club will need all of these (indeed, you may not need any). For example, your Association almost certainly has an open constitution as this is a requirement for entry into the BAB. But there are other Templates you may find useful. The Templates are supplied as Word Documents on the BAB website and you may alter them to suit your needs.

## **How long have you got to complete the portfolio?**

We recommend that you take no longer than 6 months to complete the assessment portfolio. If you take longer, then evidence may be going out of date and you will be in a vicious circle! If you have any problems in meeting the criteria or the 6-month deadline then contact your appointed Clubmark Officer for help and guidance.

## **What happens when you have completed the portfolio?**

On completion, your portfolio should be submitted for assessment. You will need to post to your Clubmark contact all the evidence you have gathered. S/he will then check through it and raise any queries. The final assessment will be done by a different Clubmark officer (not your Clubmark contact). The assessment process may also be subject to external audit by KKP. The BAB implementation of Clubmark is governed by an operating policy which ensures fairness.

You will have to undergo re-accreditation after 3 years and also undertake an annual 'health check'. NB If your Club/ Association withdraws from BAB then Clubmark accreditation will also be withdrawn.

Details of your Clubmark Support Officer and his/her contact details will be supplied to you and you may wish to enter them here as a further record:

Your Clubmark Officer is

Contact email

**Please supply details of your Association and the Club working towards accreditation.**

**Association Name**

**Association Address**

**Club Name**

**Club Address**

**Your Association Clubmark Contact (name and contact email or tel no)**

**Head Junior Coach/es**

**Assistant Junior Coach/es**

**Other helpers in junior sessions**

## **1 Aikido: the coaching, training, participation, grading and competition programme**

### **1.1 Club Coaching Sessions**

Criteria to be met	Examples of how you could evidence the criteria	Description of evidence supplied	Evidence Reference Number	For office use
<p>Provide a structured coaching programme which is published and about which information is made available to members and parents alike.</p> <p>We would expect Clubs to meet on a regular basis (i.e. 30+ sessions per year)</p>	<p>Provide leaflets, posters etc showing how many times each club meets; agreements/bookings for regular sessions. Provide evidence or a report stating how this information is shared with members and parents</p>			
<p>Use relevant skills or performance awards and any other coaching resources to enhance its coaching &amp; assessment programme. This will most probably be aligned to your Association syllabus and gradings (but may also include competition training for certain aikido styles).</p>	<p>Supply copies of your syllabus and grading schedule; details of any other award schemes (certificates, badges etc); press releases; newspaper articles showing how awards are used in the Club/s</p>			
<p>Ensure the participant: coach ratio for coaching/training sessions is in accordance with BAB Child Protection policy guidelines.</p>	<p>Random sampling of <u>at least 3 club registers</u> (or an equivalent document) <u>from the last 12 months</u> showing numbers attending and coaches present.</p>			

### 1.2 Competitive structures

(only if relevant to your Association/Club's coaching programme involves competition – otherwise this section can be ignored).

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Provide suitable intra and/or inter club competition according to Association guidelines	Competition timetable; competition rule book; Details of internal competitions; selection letters; team sheets; press releases.			

### 1.3 Coaching staff

Criteria to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
<p>The club must use suitably qualified coaches (BAB Coach Level 1 as a minimum) for coaching work involving young people.</p> <p>In addition, the club should employ suitable recruitment, selection and vetting procedures for all coaches.</p>	<p><u>Supply copy Coaching certificates for each coach working with young people.</u></p> <p><u>Supply samples of the forms and details of the processes you use to appoint coaches at your club.</u> (see page 22 of the NSPCC sportscheck manual held by your Association CPO)</p>			

The club must ensure that its coaches are given role outlines that assign them clear roles and responsibilities	<u>Supply copies of your Junior Coach role descriptions.</u> You can use the templates supplied if you wish (T6 & T7). These should be endorsed on the reverse by all Junior Coaches.			
Ensure that all coaches in the club hold appropriate professional indemnity and/or public liability insurance	<u>Supply copy BAB insurance certs for all coaches</u> (blue BAB licence slips issued by your Association)			

#### 1.4 Club Venue

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
The club must have systems in place to ensure that safe venues and equipment are used for all coaching and competition sessions/activities.	<u>A document/ report or copy risk assessments incorporating BAB guidelines (conducted within the last 6 months) for all venues at which your Club offers training sessions for young people.</u> Photos can also be used as further evidence. Also see Template 8 if you do not have your own risk assessment documents.			

## **2. Duty of care and child protection**

### **2.1 Child Protection**

Criteria to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
The club must comply with the BAB child protection policy and implement the procedures laid down.	<p><u>Copy of Committee Meeting Minutes proving that you have adopted the BAB Child Protection Policy*</u></p> <p>Complete sportscheck Annexe C pages 44-49                      Checkpoints 1 – 6 and                      [provide a copy as evidence]</p>			
The club welfare officer and at least one other club member (who has responsibility for coaching) must have attended a recognised basic awareness child protection training course.	<p><u>Provide copy certificates of attendance for 2 people on the Sports Coach UK Safeguarding &amp; Protecting Children course.</u> Other courses or professional qualifications may also be eligible – please contact your BAB Clubmark Officer for guidance if required.</p>			

\*The Child Protection Policy you adopt must be the BAB's policy and not your own Association version

**2.2 Codes of conduct for coaches, officials and other volunteers**

Criterion to be met	Examples of how you could evidence the criteria	Description of evidence supplied	Evidence Reference Number	For office use
The club must adopt a code of practice for all coaches, officials and other volunteers working with young people and children	<p><u>Supply copies of your Codes of Conduct</u> (Template 1 gives an example for officials and volunteers**). <u>All personnel listed on the left should print their name, function, sign and date on the reverse of the relevant Code to say they have received a copy.</u></p>			

\*\*Note that coaches should have their own Code of Conduct

### 2.3 First Aid

Criterion to be met	Examples of how you could evidence the criteria	Description of evidence supplied	Evidence Reference Number	For office use
<p>The club must ensure that access is provided to first aid equipment at all coaching and competition sessions.</p> <p>First Aid kits must comply with current HSE guidelines.</p>	<p>Signed statement/s confirming this for venue used. (Photos may be used).</p> <p>Name/s of responsible persons and procedures for replenishing items</p>			

### 2.4 Emergency procedures/Reporting incidents and accidents

Criterion to be met	Examples of how you could evidence the criteria	Description of evidence supplied	Evidence Reference Number	For office use
<p>The club must have emergency procedures for dealing with serious injuries/accidents, including ensuring contact through telephone/radio is available to call the emergency services</p>	<p><u>Supply copies of your emergency procedures</u> (or use Templates 2 &amp; 3). <u>You must also confirm that a phone is available at every venue</u>; a report or other evidence showing how you communicate these procedures to relevant personnel; copies of procedures in place at hired premises.</p>			

## 2.5 Keeping records; attendance and medical registers

Criterion to be met	Examples of how you could evidence the criteria	Description of evidence supplied	Evidence Reference Number	For office use
Contact details of parents/carers and emergency/alternative contacts must be recorded and be 'reasonably accessible' to the relevant coach/session organiser.	A report stating how you do this; a blank copy of your application form (or use Templates 4 & 5)			
The club must take reasonable steps to obtain information on any medical conditions of its young people. Such information should (on a 'need to know' basis) be made available to club coaching personnel and others working with those young people.	<u>Supply 2 copies of completed forms showing medical conditions (with personal details blanked out)</u> . Provide a signed statement/report from the coach confirming they (the coach) have been advised of the necessary issues and how this has been done.			

### **3. Sports equity and ethics**

#### **3.1 Sports Equity**

Criteria to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Adopt an equal opportunities/sports equity policy	<u>Supply copy minutes showing that you have adopted an Equity Policy and that you have included it in your Constitution or Rules &amp; Articles of Association.</u> (Template 9 or your own Policy).			
Ensure that at least one volunteer in the club (possibly a member of the Club committee) attends the runningsports A Club for All workshop. **	<u>Supply copy of Attendance Certificate;</u> Where a Certificate is lost then a letter of confirmation from the course organisers is acceptable.			
Ensure that at least one coach of the club attends the sports coach UK Equity in your Coaching workshop. **	<u>Supply copy of Attendance Certificate;</u> Where a Certificate is lost then a letter of confirmation from the course organisers is acceptable.			

\*\* *It is really important that the same person doesn't attend both workshops.*

### 3.2 Club Constitution

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Your club must have an open constitution.	<u>Supply a copy of your Constitution.</u> (Template 10 shows an Open Constitution). (Please highlight or flag the section relating to open membership.)			

### 3.3 Codes of conduct for parents/carers

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Your club must have a code of conduct for parents/carers and other supporters	<u>A copy of the relevant Code of Conduct;</u> your joining pack/new member pack. (See Template 11 for a Code of Conduct). A report explaining how parents/carers and other supporters receive this information			

### 3.4 Code of conduct for junior members

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Your club must have a set of rules for children and young people	<u>A copy of the relevant Rules/ Code of Conduct</u> ; your joining pack/new member pack (See Template 12 for a Set of Rules). A report explaining how children and young people receive this information			

## 4 Club Management

### 4.1 Insurance

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Your club and/or the venues you use must have the appropriate Public Liability Insurance in place	All Clubs listed with the BAB Secretary are covered under your Association Policy. The Clubmark Officer will verify your insurance status when your portfolio is ready to be signed off.			

## 4.2 National Governing Body affiliation

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Be affiliated to the BAB. Please note: this means that in the event that you decide to leave the BAB then any recognition your Association or Clubs have under the Clubmark Scheme will become null and void	The BAB Clubmark officer/s will provide this evidence when you achieve Clubmark status (by checking with the BAB Secretary). *			

\*Please note that if you cease to be a member of the BAB then any Clubmark Accreditation will be null and void.

## 4.3 Communicating with parents/carers

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
The club should have a mechanism for regular communication with parents/carers.	Copies of newsletters, letters, posters, handouts etc. 2 pieces of evidence within the last 12 months, minimum 3 months apart.			

#### 4.4 Developing a membership category for young people

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
A club must have a specific membership fee and pricing policy for children and young people.	Copy of your membership and training fee tariff showing the difference between adult and junior prices.			

#### 4.5 Club Links

Criteria to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
Your club must have (regular) contact with at least one local school sport partnership/youth organisation.	Provide copy correspondence and/or details of meetings and phone calls (to include names and contact details)			
Your club must be in contact with the local authority/county sports partnership and its NGB	Provide copy correspondence and/or details of meetings and phone calls (to include names and contact details)			

## 4.6 Action planning

Criterion to be met	Examples of how you could evidence the criterion	Description of evidence supplied	Evidence Reference Number	For office use
<p>Your club must clearly demonstrate its commitment to further development and outreach work.</p>	<p><u>It is essential that you provide a 12-month action plan for your Association and Clubs.</u>                      This is a core piece of evidence which will be used in your yearly review. This should cover the Playing Programme – Duty of Care – Equity and Ethics – Management – Any Other Business (e.g. volunteers)</p> <p>You may also provide details of instructor meetings; coach development sessions; seminars; etc to supplement the action plan.</p>			

**Please note that Section 5 in the Resource Pack (Good Practice – volunteers) is for information only and does not need to be evidenced in this portfolio. It does not form any part of the Clubmark criteria or accreditation process, but you will find the guidance helpful in developing your Association and club/s.**