

Canoe England Accreditation Scheme Checklist				
Action	Accreditation Ref No	Clubmark	Top Club	Top Club Gold
Regular meetings/training & coached sessions over the paddling season	1.1.1	✓	✓	✓
Regular meetings/training & coached sessions for a minimum of 26 weeks of the year	1.1.1		✓	✓
Regular meetings/training & coached sessions for a minimum of 46 weeks of the year	1.1.1			✓
Provides a block of activity covering at least 5 sessions in each season	1.1.1		✓	✓
Members can access coaching in at least 2 aspects of Paddlesport	1.1.1		✓	✓
Provides a calendar of events to inform the members	1.1.1	✓	✓	✓
Offers a Structured Program to show progression	1.1.1		✓	✓
Offers dry land and water based training/coaching	1.1.1			✓
Provides tiered squads/groups for levels and ability	1.1.1			✓
Newsletters and other methods of communication are used to inform the membership of events and activities throughout the paddling season	1.1.1, 4.3	✓	✓	✓
Methods of communication may extend to websites or forums to keep all members informed	4.3		✓	✓
BCU/Canoe England resources are used to enhance and enrich coaching programme	1.1.2	✓	✓	✓
Paddlepower, Star Awards, volunteer awards and other measurements of progress are used to monitor paddler development	1.1.3	✓	✓	✓
British Canoe Union and discipline specific awards, volunteer awards and other measurements of progress are used to monitor paddler development	1.1.3		✓	✓
Risk assessments are provided that include main areas of operation and coach - paddler ratios	1.1.4, 1.4	✓	✓	✓
Organise at least 2 x events/trips within the club or inter club annually.	1.2	✓	✓	✓
Organise at least 2 x events/trips or competitions within the club or inter club, that promotes opportunities for LTPD.	1.2		✓	✓
Organise at least 2 x events/trips or competitions within the club or inter club, and at least one regional/national discipline specific event that promotes opportunities for LTPD	1.2			✓
The Senior coach is minimum of UKCC Level 2 and can motivate and inspire young people to take part in a range of experiences	1.3.1	✓	✓	✓
The Senior coach is minimum of Level 3 coach with discipline specific knowledge and can motivate and inspire young people to take part in a range of experiences	1.3.1		✓	✓
The Senior coach is minimum of Level 3 coach with discipline specific knowledge and can motivate and inspire young people to take part in a range of experiences	1.3.1			✓
Coaches are affiliated, remain current by remaining updated as coaches	1.3.1, 1.3.3,	✓	✓	✓
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All Coaches hold a valid 1st Aid certificate (Within 3yr period)	1.3.1	✓	✓	✓
All Coaches, volunteers and officials having significant contact with young people hold a valid Enhanced CRB certificate	1.3.1, 2.1.1	✓	✓	✓
All Coaches, volunteers and officials have completed the relevant Safeguarding and Protecting Children training	1.3.1, 2.1.3, 2.1.4	✓	✓	✓
All Officials, coaches and volunteers with specific responsibilities have role descriptions	1.3.2	✓	✓	✓
Activities take place at suitable venues and equipment is checked for functionality/safety regularly and records kept of checks	1.4.1	✓	✓	✓
Equipment used is appropriately sized for users and regular checks are carried out and recorded	1.4.2		✓	✓
Equipment used allows for development and progression	1.4.2			✓
A Child Protection & Vulnerable Adults policy is in place and a statement has been signed to say the BCU Duty of Care policy has been adopted and works within the parameters set..	2.1.1	✓	✓	✓
Members of staff and participants have access to these policies & documents.	2.1.1	✓	✓	✓
All Officials, coaches and volunteers adhere to a Code of Practice	2.2	✓	✓	✓
All parents/carers and adults adhere to a Code of Practice	3.3	✓	✓	✓
All young people adhere to a Code of Practice. This may have been drawn up by the young people	3.4	✓	✓	✓
All young people adhere to a Code of Practice. That have been drawn up in consultation with the young people involved.	3.4		✓	✓
A Welfare Officer is in regular attendance at events and sessions and is a point of contact to offer advice/ guidance regarding Child Protection	2.1.2	✓	✓	✓
The Welfare Officer and all coaches and adults having significant contact with young people have undergone Child Protection training of at least 3 hrs duration at a face to face workshop that meets the same learning outcomes as a scUK SPC workshop.	2.1.3 & 2.1.4	✓	✓	✓
First Aid equipment and a means of recording treatment is available	2.3	✓	✓	✓
A named person is responsible for regular First Aid equipment checks and recorded at least monthly.				✓
Emergency Procedures for dealing with serious incidents/accidents are used and incidents are documented.	2.4	✓	✓	✓
A means of contacting the emergencies services through landline mobile or radio.	2.4	✓	✓	✓
Emergency contact details and medical condition details are kept and shared with coaches as necessary	2.5	✓	✓	✓
An Equity policy has been adopted and is being implemented	3.1.1	✓	✓	✓
An Equity policy has been adopted and has been implemented	3.1.1			✓
have an Equity action plan to ensure club is open and accessible to all. Plan should review areas to address recruitment and retention of specified groups and plans of action to resolve action.	3.1.2	✓	✓	✓
One coach has attended Equity training (minimum 3hrs contact) or committee have completed an equity task to address an action from their plan	3.1.3	✓	✓	✓

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An open non discriminatory constitution or terms of reference	3.2	✓	✓	✓
Coaches and volunteers are supported in personal development in their respective roles.	3.5		✓	✓
Coaches and volunteers are supported in personal development in their respective roles and to develop in discipline specific awards	3.5			✓
Affiliation is kept current which therefore ensures public liability insurance is valid	4.1 & 4.2	✓	✓	✓
Procedures are in place to ensure affiliation is always current	4.1 & 4.2		✓	✓
membership categories ensure an appropriate pricing policy is in place to attract young people	4.4	✓	✓	✓
The pricing policy is equitable and considerate to all members of the community				✓
Communication and links are made with schools or youth organisations that offer at least 2 sessions to the same group	4.5.1	✓	✓	✓
Communication and links are made with at least one school or youth organisation and offers at least 12 sessions (hours) to the same group	4.5.1		✓	✓
Communication and signed agreements have been made with a minimum of 2 School Club Links and 2 youth organisations and offer at least 12 sessions (hours) to the same group	4.5.1			✓
Contact is made with regional Paddlesport Development Officer and Canoe England	4.5.2	✓	✓	✓
Contact and links are made with the Local Authority and County Sports Partnership	4.5.2	✓	✓	✓
Evidence of regular communication (at least 6 monthly) between Canoe England PDO and Local Authority/County Sports Partnership. Correspondence may be about support and guidance from various agencies	4.5.2			✓
there is an action plan that covers a minimum of 1 yr period	4.6	✓	✓	✓
there is an action plan that covers a minimum of 2 yr period	4.6		✓	✓
there is an action plan that covers a minimum of 3 yr period	4.6			✓
A junior Coordinator liaises between young club members, the committee, youth organisations and County Sports Partnership	4.7	✓	✓	✓
A Volunteer Organiser liaises between club members and Canoe England Volunteer Development Officer	4.8.1	✓	✓	✓
There is evidence that communication is made with the Canoe England Volunteer Development Officer	4.8.1		✓	✓
The club links with at least one other club and shares best practice & knowledge	4.9		✓	✓