

## 1. Activity programme (Use the Clubmark resource pack for guidance explaining how best to provide evidence).

Criteria	Examples of methods of Evidence	Supporting Resources	Source of Evidence and where referenced.
1.1.1 The Club provides a quality coaching programme based on the Long Term Paddler Development (LTPD) model for a minimum of 2hrs per week throughout the club's paddling season. This information is published for communication to members and parents.	Provide an example of the current years annual club programme showing calander of club meeting times and venue. Published documents could be from club's welcome document, pages from newsletter or website or any brochures/newsletters. Published material is important as not everyone has internet capabilities. The purpose of this information is to inform members, parents and potential new members of what to expect and when. Two hour period will be the period where activities are available and accesible. Paddling season may be over summer period and or in the pool for lesser period of time during winter season.	BCU LTPD Pathway booklet Club Details Record doc	
1.1.2: The club uses BCU/ Canoe England resources to enhance paddler development and satisfaction	Examples may include Coaching DVDs, Paddlepower resources and Cross Stream schemes ergo machines and resource pack, to enhance the repertoire of the coach. A witness statement from the club/PDO stating how resources are used and when would be sufficient evidence	2 Star & forward paddling DVD, Paddlepower scheme, Cross Stream material, Ergo resource pack.	
1.1.3: The club provides opportunities for young people to achieve BCU performance awards (i.e. Paddlepower, star awards or Leadership and Volunteering awards.	Record of number of young people participating and which awards they have achieved over the past year.	Performance awards guidance notes. Club Details Record doc	
1.1.4: The club follows coach to student ratio operating guidelines from BCU UK coaching office.	Conditions, water state and ability of the group should be considered in this process. Details from Normal Operating Procedures and risk assessments for where club operates should be included. Clubs may deviate either way from the recommended guidelines; however, justification should be given with additional risk assessments written to allow for these changes.	Canoe England website supporting documents, BCU Coaching Directory; BCU Canoeing Handbook; Club risk analysis	
1.2: The club promotes and provides a minimum of 2 suitable intra and/or inter club youth events i.e. time trials/sprint races, Sponsored events, cross stream, Wavehopper, mini slalom/diamond slalom, distance/timed races, junior polo games, surf event, sea kayak race. Organised river/lake/sea activity would meet this criterion.	Include recent (within 1 year) copies of posters/event fliers or events calendar and any results of young people participating from the club. Organised club events away from the club environment would cover these criteria. Organised events may include river/lake/sea trips, surfing trips	Canoe England website	

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<p>1.3.1 The coaches responsible for the programme are of at least BCU Level 2 updated coach for canoe and kayak and have demonstrated that they can motivate young people and provide a variety of experiences. BCU affiliation and a recognised first aid certificate are current; and have undertaken a BCU Enhanced CRB check within the last 3 years.</p>	<p>If the Level 2 coach holds a non UKCC endorsed BCU coaching award and is leading the programme he/she should demonstrate experience and provide evidence of any events and programme they have planned and delivered within the last 2 years. This could be a level 2 coach for each discipline (Canoe / Kayak). A copy of the coaching programme demonstrating a progressive pathway should be submitted as evidence in the Clubmark folder. It is advisable that the L2 coach seeks guidance from a more senior coach/mentor from another club or centre where possible when planning the coaching programme. The L2 coach must be able to demonstrate they have been active in their areas of Paddlesport for a minimum of 3 years and have gained a varied background of experiences. Provide evidence from an up to date BCU Coaching log book that shows examples of their Paddlesport experiences. (This may be where they have organising trips/expeditions, events, or gained personal performance awards or achievement within a competitive area of Paddlesport). Where a UKCC endorsed level 2 coach or a Level 3 coach or higher is leading the coaching programme then a copy of the coaching programme showing clear progression will be sufficient evidence. Provide a list of any coaches working with young people showing BCU membership with expiry date, qualifications coach update, first aid expiry, Enhanced CRB dates preferably BCU Enhanced Disclosure).</p>	<p>Canoe England website - Club Details Record template and Coach's Code</p>	
<p>1.3.2: Officials, Coaches and Volunteers responsible have tasks, roles and responsibilities clearly defined.</p>	<p>Any person in an officiating capacity within a club <b>should</b> be given a role description guiding the person within their role. Copies of task descriptions for all club officials and coaches including Chairperson, Treasurer, Secretary, Junior Representative/Coordinator, Welfare Officer and Volunteer Coordinator , <b>Optional</b>; Head/Senior Coach, Clubmark Officer, Vice Chair</p>	<p>Canoe England and Clubmark website Templates Role Description</p>	
<p>1.3.3: The coaches responsible for the programme hold professional indemnity and/or public liability insurance.</p>	<p>Canoe England membership numbers and renewal dates listed in 1.3.1</p>	<p>Club Details Record doc Coach's code</p>	
<p>1.4: All activities, events take place at suitable venues and uses equipment that has been checked and is safe.</p>	<p>Copies of a risk assessment for the places the club operates regularly from. This may extend to gyms and swimming pools. Provide a list of a range of equipment that caters for all ages. Where this is not possible this should be included to be addressed in the Action Plan. Written policy stating when the equipment checks are done, with a dated record of who carried out the checks showing faults reported/rectified.</p>	<p>Coaching section Canoe England website.</p>	

## 2. Duty of Care and Safeguarding and Protecting Children

Criteria	Examples of methods of Evidence	Supporting Resources	Source of Evidence and where referenced.
<p><b>2.1.1:</b> The club has adopted, is implementing and complies with the BCU Duty of Care – Child Protection and Vulnerable Adults policies and procedures. The club has written a statement that they have adopted this policy and procedures and are working within the parameters set by them. Club members and officials should have access to all policies and documents. All club coaches and adults having significant contact with young people should have a current BCU Enhanced CRB disclosure</p>	<p>Club to provide a copy of a signed statement or policy stating they have adopted BCU policies and that they are actively following the guidelines in this document. Include name of nominated Child Protection or Welfare Officer. Welfare Officer details and a photograph should be displayed where the club operates from wherever possible. A copy of a signed and dated BCU policy should be inserted in the Clubmark folder and explanation how these details can be accessed by all club members. These may be issued or guidance given to members when joining or and available on the website. A record of coaches/adults CRB numbers and dates as listed in point 1.3.1 Enhanced CRB checks now must be done through the sport's National Governing Body (Canoe England) every 3 years as one of the coaching requisites. It is therefore important that all coaches and volunteers having significant contact with young people and vulnerable adults apply for an Enhanced CRB through Canoe England (see guidance notes on website)</p>	<p>BCU Safeguarding and Protecting Children and Adults policy/resources. Accessing child protection training guide Canoe England website. CPSU website.</p>	
<p><b>2.1.2:</b> The club has an appointed Welfare Officer/Child Protection Officer responsible for all areas of Child Protection</p>	<p>Name and details of appointed officer as stated in 2.1.1 It is good practice to have a photograph of the welfare officer on the Club Child Protection poster so people recognise the face as someone they can go to if needed. A role description should be included in 1.3.2</p>	<p>BCU Safeguarding and Protecting Children and Adults policy/resources</p>	
<p><b>2.1.3:</b> The club Welfare Officer/Child Protection Officer must have attended the 'sports coach UK Safeguarding &amp; Protecting Children' or other CPSU recognised workshop and should endeavour to attend a BCU 'A Time to Listen' workshop.</p>	<p>Certificates should be dated within the last 3 years. All non scUK child protection courses must be a direct contact training of at least 3 hours (not on line) and meet the same learning outcomes as with the scUK course. Copy of certificates. Where the Welfare Officer has not attended a BCU 'Time to Listen' Workshop then this should be included within the Action Plan</p>	<p>Child protection section of Canoe England website. scUK website calendar of courses Club Details Record doc</p>	
<p><b>2.1.4:</b> One other coach must have attended the 'sports coach UK Safeguarding &amp; Protecting Children' or other CPSU recognised workshop within the last 3 years</p>	<p>Copy of certificates.</p>	<p>See above</p>	
<p><b>2.2:</b> The Club has adopted codes of practice for all coaches, officials and volunteers working with young people.</p>	<p>Copy of codes of conduct for coaches, officials &amp; volunteers. Sample Codes of Conduct can be downloaded from Canoe England Clubmark section of website</p>	<p>Canoe England website Templates</p>	
<p><b>2.3:</b> The club has access to first aid equipment at all coaching sessions and events</p>	<p>Details of where this is kept; i.e. in the club/centre, in the minibus or vehicles, if coaches carry them in their personal kit. A procedure with record for checking and replenishing supplies should be kept.</p>	<p>Clubmark resource pack</p>	

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<p>2.4: The club has emergency procedures for dealing with serious injuries/ accidents, including the means to contact the emergency services.</p> <ul style="list-style-type: none"> <li>The club must have an accident/incident reporting system.</li> <li>A telephone/radio is used wherever practical, or club follows BCU guidelines for dealing with an emergency.</li> </ul>	<p>Provide a copy or example from report book or Emergency Operating Procedures including near miss form.</p> <p>Provide details and method of contacting emergency services, emergency contact telephone numbers or procedures when using VHF radio. Explain where this information is displayed in the club. This may be evidenced as a safety notice or instructions to club members.</p> <p>Some places of operation may not have access to mobile phone signals or allow the use of radios therefore alternative arrangements may need to be considered when dealing with emergencies.</p>	<p>Canoe England website Clubmark section templates</p>	
<p>2.5: The club has up to date information on the following and informs coaches as appropriate.</p> <ul style="list-style-type: none"> <li>Contact details of parent/carers and emergency alternative contacts.</li> <li>Medical conditions/details of all young people</li> </ul>	<p>Example documents of how information is collected</p> <p>Description of where stored and who has access</p> <p>Data protection issues and a need to know attitude should be considered when deciding on systems being put in place.</p>		

### 3. Knowing Your Club and Its Community

(Use the Clubmark resource pack for guidance explaining how best to provide evidence).

Criteria	Examples of methods of Evidence	Supporting Resources	Source of Evidence and where referenced.
<p>3.1.1: The club has adopted and is implementing the BCU Equity Policy</p>	<p>Copy of signed and dated policy documents agreeing that these have been adopted. By adopting the policy will demonstrate this is being implemented and embedded within the club. The club should consider what action it should take to ensure all club decisions; procedures and policies are under review ensuring they are equitable. These documents should ensure all members of the club have equal opportunities and promote the right culture and ethos to be inclusive, child friendly and a welcoming club. A policy on its own does not ensure equality within your club.</p>	<p>BCU Equity Policy or Clubmark Template 9</p>	
<p>3.1.2 The club must produce a separate Equity Action Plan or integrate equity into its club action plan to tackle relevant key actions and targets to make the club more accessible. The focus of these tasks will also be to identify ways to recruit and retain members.</p>	<p>Consider the following: Recruitment and retention of new and existing committee, coaches and volunteers, family groups, age groups that are more likely to stop attending. Ways to recruit and retain should be incorporated into Action Plan.</p>	<p>Canoe England Equity Action Plan template or Clubmark template 10</p>	

Criteria	Examples of methods of Evidence	Supporting Resources	Source of Evidence and where referenced.
<p>3.1.3: One coach has attended the sports coach UK 'Equity in Your Coaching' workshop within the last 3 years</p> <p>or</p> <p>The club committee has successfully completed an equity task to demonstrate that the club has a positive approach to equity. An equity task will help Clubs take practical and relevant steps to be more accessible. This will help clubs recruit and retain members from all sections of the community.</p>	<p>Copy of Equity in your Coaching certificates attended within the last 3 years.</p> <p>A coach education plan may be built into the club action plan ensuring a different coach attends training avoiding repeat attendance.</p> <p>An Equity task may include; demonstrating an understanding of what discrimination is; indentifying how to recruit members from different sections of the community and improving accessibility within your club etc.</p> <p>The club may wish to evaluate the current membership and identify opportunities and gaps, whereby specific groups may be targeted to recruit new membership determined by the capacity of the club.</p> <p>Club committee members may consider attending 'A Club for All' workshop or complete the on-line training module through <a href="http://www.runningsports.org">www.runningsports.org</a></p>	<p>scUK/County Sports Partnership website calendar of courses Clubmark resource pack web site links and templates</p>	
<p>3.2: The club has an open/non discriminatory constitution</p>	<p>Copy of club constitution and policy.</p> <p>The constitution should cover all sections and sub sections of Sport England Template. An unsatisfactory constitution may result in future funding applications being refused.</p>	<p>BCU template on Canoe England Website</p>	
<p>3.3: The club has codes of practice for parents/carers and other adults.</p>	<p>Copy of Codes of practice/conduct for parents/ carers and other adults.</p>	<p>Codes of Conduct templates Canoe England website</p>	
<p>3.4: The club has a set of rules or codes of practice for young people</p>	<p>Copy of rules or codes of conduct for young people signed and dated by the junior co-ordinator.</p> <p>It is good practice to include and consult with the young people involved with the club in this process and other decision making processes in the club.</p>	<p>Codes of Conduct templates Canoe England website</p>	

## 4. Club Management *(Use the Clubmark resource pack for guidance explaining how best to provide evidence).*

Criteria	Examples of methods of Evidence	Supporting Resources	Source of Evidence and where referenced.
<p>4.1: The club has public liability insurance through affiliation with Canoe England</p>	<p>Confirm club affiliation membership number and expiry date in Club Details Record.</p> <p>Public liability should be a minimum of £10,000,000.</p> <p>Youth organisations i.e. scouts/guides, youth groups holding a group affiliation will not be covered through BCU insurance. Each individual group/club must hold their own club affiliation</p>	<p>Club Details Record doc</p>	
<p>4.2: The club continues to maintain affiliation to Canoe England to ensure they are covered by public liability insurance.</p>	<p>Club affiliation membership number and expiry date should be shown.</p> <p>If affiliation has expired the club no longer meets the criteria for accreditation and the award will be withdrawn till this is rectified.</p>	<p>Club Details Record doc</p>	

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4.3: The club communicates at least twice a year with members and parent/carers.	Details and examples of recent newsletters and correspondence with members. Not all members have internet access therefore communication should include a hard copy to members in these circumstances.		
4.4: The club has a specific membership category and appropriate pricing policy for young people.	Copy of club membership pricing policy showing junior membership fees. Examples may include where young people are allowed to pay on weekly basis if they find it difficult to pay annual subscription.	included in Club Constitution	
4.5.1: The club has contact with at least one local school/youth organisation and delivers at least 2 sessions to the same group. (1 session = 1 hour).	Details of the School/Youth group. Any correspondence to support the link for example a School Club Link agreement supported by a programme of sessions offered with dates and times.	Template 14 Clubmark resources Canoe England website	
4.5.2: The club has contact with: <ul style="list-style-type: none"> <li>The Local Authority/County Sports Partnership</li> <li>Canoe England through the regional Paddlesport Development Officer</li> </ul>	Details of who the contact is within the County Sports Partnership/Local Authority and support and guidance sought from contacts. Clubs are encouraged to forge links with outside agencies. Where difficulties arise the Paddlesport Development Officer may make the contact for the club.	Club Details Record doc	
4.6 The club is committed to further development of all aspects of Paddlesport encompassing all participants within the club. Development plans are to be recorded as an action plan that covers a period of at least one year.	An action plan (not a wish list) demonstrating how the club will develop using SMART (Specific, Measurable, Achievable, Realistic Timed) targets should be produced covering a period of at least one year from the date of submission for assessment of the Clubmark portfolio. Completion dates of action, person responsible and costs should be shown where possible. Consideration should be given to ensure the following areas of development are built into the Action Plan; develop membership, coaches, links within the local community, provision of equipment and equity. Every club has different priorities covering the many aspects of Paddlesport and clubs look to their strengths as well as areas for development.	Clubmark Resource Pack – action plan template. Examples of other club's action plans are available on request from Canoe England.	
4.7: The club has a named Junior Coordinator to act as liaison between young club members, the committee and School Sports Partnerships and other youth organisations.	Name and contact details of co-ordinator A role description should be included in 1.3.2	Club Details Record doc	
4.8.1: The club has a Volunteer Coordinator to act as liaison between club members, and the Canoe England Volunteer Coordinator.	Name and contact details of co-ordinator	Job Description template and Induction form Canoe England templates	