

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.
<p>1.1.1 The Club provides a quality coaching programme based on the Long Term Paddler Development (LTPD) as follows:</p> <ul style="list-style-type: none"> • Offers at least a block of 5 x sessions of activity within a clubs paddling season for young people aged under 16 • Offers a programme of activities twice weekly for at least 26 weeks of the year to support club activity. • Provides opportunity to access coaching in at least 2 aspects of Paddlesport. <p>This information is published for communication to members and parents</p>	<p>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. The coaching programme should take into consideration age and abilities of varying age ranges as part of LTPD. The block of 5 x sessions should show a progression pathway. The programme should consist of 2 sessions for 26 weeks as an average over the year. The club may wish to do more sessions in the summer months and fewer in the winter. These may be sessions in a pool. Coaching can be delivered in canoe and kayak(single and double blade) to meet the criterion of covering 2 aspects of Paddlesport. Any other combination may include coaching in sea kayaking, surfing, slalom, recreational paddling, mixing any 2 disciplines.</p>	<p>BCU LTPD pathway booklet. Club Details Record doc</p>	
<p>1.1.2: The club uses BCU/ Canoe England resources to enhance paddler development and satisfaction</p>	<p>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</p>	<p>2 Star & forward paddling DVD, Paddlepower scheme, Cross Stream material, Ergo resource pack.</p>	
<p>1.1.3: The club provides opportunity for young people to achieve awards for discipline specific and/or BCU personal performance i.e. Paddlepower, Star Tests or Leadership and Volunteering awards..</p>	<p>Record of number of young people participating and which awards they achieving over past year.</p>	<p>Performance awards guidance notes. Club Details Record doc</p>	
<p>1.1.4: The club follows coach to student ratio operating guidelines from BCU UK coaching office.</p>	<p>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.</p>	<p>Canoe England website supporting documents, BCU Coaching Directory; BCU Canoeing Handbook; Club risk analysis</p>	
<p>1.2: The club runs at least two introductory inter club organised events or competition which promotes opportunities through the British Canoe Union Long Term Paddler Development Pathway. Organised river/lake/sea activity would meet this criterion.</p>	<p>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. An emphasis should be placed on the LTPD pathway looking towards engaging young people in Paddling for life.</p>	<p>Canoe England website</p>	

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<p>1.3.1 The coaches responsible for the activity programme are led by an updated British Canoe Union Level 3 coach or above with discipline specific knowledge of activities being offered. Valid membership and first aid and have undertaken a BCU Enhanced CRB check within the last 3 years.</p>	<p>The club should provide a list of all coaches' details that are working closely with young people including any discipline specific knowledge and experience's This list should include BCU membership and date of expiry, coaching awards and coach updates attended, first aid expiry, Enhanced CRB date 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 should 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 , Optional; 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>1.4.1: 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. List of a range of equipment fthat 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 carrioed out the checks showing faults reported/rectified.</p>	<p>Coaching section Canoe England website.</p>	
<p>1.4.2: Paddlesport equipment used must be appropriately sized for young people.</p>	<p>Provide a list of suitable equipment including any modifications to suit young people. Planned purchases and fund raising for equipment should be included in the club Action Plan. Provide a record of when equipment was checked and by who?</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>2.1.1: 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>2.1.2: 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>2.1.3: The club Welfare Officer/Child Protection Officer must have attended the 'sports coach UK Safeguarding & 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>2.1.4: One other coach must have attended the 'sports coach UK Safeguarding & Protecting Children' or other CPSU recognised workshop within the last 3 years</p>	<p>Copy of certificates.</p>	<p>See above</p>	
<p>2.2: 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 & volunteers. Sample Codes of Conduct can be downloaded from Canoe England Clubmark section of website</p>	<p>Canoe England website Templates</p>	
<p>2.3: 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"> The club must have an accident/incident reporting system. A telephone/radio is used wherever practical, or club follows BCU guidelines for dealing with an emergency. 	<p>Provide a copy or example from report book or Emergency Operating Procedures including near miss form. 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. 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"> Contact details of parent/carers and emergency alternative contacts. Medical conditions/details of all young people 	<p>Example documents of how information is collected Description of where stored and who has access 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.
3.1.1: The club has adopted and is implementing the BCU Equity Policy	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.	BCU Equity Policy or Clubmark Template 9	
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.	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.	Canoe England Equity Action Plan template or Clubmark template 10	
3.1.3: One coach has attended the sports coach UK 'Equity in Your Coaching' workshop within the last 3 years or 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.	Copy of Equity in your Coaching certificates attended within the last 3 years. A coach education plan may be built into the club action plan ensuring a different coach attends training avoiding repeat attendance. An Equity task may include; demonstrating an understanding of what discrimination is; identifying how to recruit members from different sections of the community and improving accessibility within your club etc. 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. Club committee members may consider attending 'A Club for All' workshop or complete the on-line training module through www.runningsports.org	scUK/County Sports Partnership website calendar of courses Clubmark resource pack web site links and templates	
3.2: The club has an open/non discriminatory constitution	Copy of club constitution and policy. The constitution should cover all sections and sub sections of Sport England Template. An unsatisfactory constitution may result in future funding applications being refused.	BCU template on Canoe England Website	
3.3: The club has codes of practice for parents/carers and other adults.	Copy of Codes of practice/conduct for parents/ carers and other adults.	Codes of Conduct templates Canoe England website	

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3.4: The club has a set of rules or codes of practice for young people that have been drawn up in consultation with the young people involved with the club	Copy of rules or codes of conduct for young people. State how members access these rules and whether they need to sign to say they accept these as part of the membership agreement. It is good practice to include and consult with the young people involved with the club when setting the rules and other decision making processes in the club. Explain how this process has evolved.	Codes of Conduct templates Canoe England website	
3.5 The club and coaches are committed to the development of coaches and helpers, such as support to gain further coaching knowledge, attendance at a British Canoe Union/Canoe England Coach Update Forums, sports coach UK and runningsports workshops and discipline specific awards.	Explanation of any incentive or support schemes for coach/volunteer development financially or training courses provided. Examples can include recent in house coach development training opportunities or courses offered internally or regionally. Include examples of types of support given to coaches/volunteers.	Runningsports/SCUK calendar of courses on website. BCU Coach update program.	

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.
4.1: The club has public liability insurance through affiliation with Canoe England	Confirm club affiliation membership number and expiry date in Club Details Record. Public liability should be a minimum of £10,000,000. 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	Club Details Record doc	
4.2: The club continues to maintain affiliation to Canoe England to ensure they are covered by public liability insurance. The club has procedures in place to ensure continued affiliation.	Club's affiliation details to include membership number and expiry date. A group affiliation through youth group/organisation affiliation does not give adequate cover. Copy of procedure or action included in the Action Plan to ensure continued affiliation. If affiliation has expired the club no longer meets the criteria for accreditation and the award will be withdrawn till this is rectified.	Club Details Record doc	
4.3: The club communicates at least twice a year with members and parent/carers using an appropriate means to reach all members i.e. through a newsletter and where possible through a website.	Details and example of recent regular correspondence to parents/carers e.g. newsletters, e mails and web site updates. Not all members have internet access therefore communication should include a hard copy to members in these circumstances.		

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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 has signed a Club Link agreement with that organisation to deliver 12 sessions/hours to the same group.	Details of the School/Youth group. And how the club links with the organisation. Copy of Club Link agreement. Any correspondence related to the link 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"> The Local Authority/County Sports Partnership Canoe England through the regional Paddlesport Development Officer 	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 two years	Copy of an updated action plan covering a period of at least 2 years from when the Top Club portfolio is submitted for assessment. The action plan should give timescales when tasks are to be completed and person/s responsible. This should not be a wish list but demonstrates how the club will develop using SMART (Specific, Measurable, Achievable, Realistic, Timed) targets. 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 and provision of equipment. 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 It is advisable that the Volunteer Coordinator attends a runningsports Valuing Volunteers workshop or that the club includes 'attendance of this workshop' as an action point into the Action Plan.	Name and contact details of co-ordinator. Evidence of correspondence with other Canoe England. Certificate of course attendance within the last 3 years and/or inclusion in to the club Action Plan	Job Description template and Induction form Canoe England templates	
4.9 The club has links with at least one other club to share best practice and knowledge.	Written details of links with other clubs and how knowledge and information is shared. This may include joint organisation of events, sharing of equipment or coaching expertise to impart knowledge.		