



County Durham **Sport**

Club Accreditation  
Guidance Document

**CLUB  
MARK**

CERTIFIED LICENSING  
ORGANISATION

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## What is club accreditation?

Club accreditation or Clubmark as it can be known is a quality accreditation scheme for junior clubs in England. Clubs who achieve accreditation demonstrate that they operate to a set of consistent and accepted minimum operating standards.

Accredited clubs demonstrate best practice in areas such as safeguarding and child protection, volunteer development and action planning.

## Who provides club accreditation?

There are a number of organisations that can accredit clubs. The organisation a club should approach to become accredited will depend on the sport.

*National Governing Bodies* – A number of National Governing Bodies are licensed to accredit clubs. Each National Governing Body will have a different name for their club accreditation scheme but all accreditation schemes require clubs to achieve the same criteria. Some National Governing Bodies also add extra criteria but they will not remove any of the basis criteria all accrediting bodies must adhere to.

For more information on which National Governing Bodies please see Appendix A. If clubs are interested in achieving club accreditation, checking whether their National Governing Body has an accreditation scheme should be the first step.

*County Sport Partnerships* – A number of National Governing Bodies have not adopted and added to the basic club accreditation. If a National Governing Body does not have their own version of Clubmark, but they are a recognised Sport England sport, clubs can work towards the basic Clubmark criteria and can become accredited through their local County Sports Partnership. In this case, County Durham Sport is the relevant County Sports Partnership. County Durham Sport adhere to the basic club criteria that all National Governing Bodies must adhere to and do not add extra criteria.

For more information on the Sport England recognised sports, please see Appendix B. If clubs are interested in achieving accreditation and are a recognised sport but their National Governing Body does not accredit, contacting County Durham Sport would be the next step.

*Local authorities* – Durham County Council Sport and Leisure are looking to produce a Durham County Leisure Accreditation scheme. This scheme would be suitable for clubs where their sport is not recognised by Sport England, and as a result cannot achieve accreditation through a National Governing Body or County Sports Partnership. Please refer to Appendix B for a list of recognised sports. For some clubs, particularly new clubs the accreditation process can seem quite daunting. The above scheme can act as a stepping stone to National Governing Body or County Sports Partnership accreditation, as it focuses on the more simple criteria of accreditation.

## What are the benefits of club accreditation?

It has been found that clubs who achieve accreditation can and have experienced the following benefits.

- Raised profile – Clubs achieving accreditation are listed on a National Clubmark database. Parents, schools and organisations can access this database to find out which clubs in the local area have gained this quality standard. Some National Governing Bodies, County Sports Partnerships and Local Authorities will also promote accredited clubs through websites and databases. Clubs also have access to accreditation logos, allowing them to promote their success on any club documentation.
- Stronger and lasting club structure – The accreditation process requires clubs to adopt policies on equity and child protection, along with yearly action plans. As a result of this work, clubs are clearer on the improvements that need to be made to continue to develop the club in terms of volunteer workforce and increasing membership.
- School – club / organisation links – Club accreditation requires clubs to make links with schools and organisations in the local area. By doing so, clubs improve their chances of increasing membership as the school can promote the club, particularly as it is accredited. By making themselves known to organisations such as County Sports Partnerships, Local authorities and other youth organisations, clubs increase their chances of becoming involved in local opportunities. For example clubs may be able to access funding for training or become involved in projects such as Sportivate that offers funding for organisations to deliver activities for 14-25 year olds who do not take part or take part in very little physical activity.
- Funding – A number of funding bodies require clubs to be accredited to be eligible to apply for funding. By achieving accreditation, clubs can improve their chances of being successful in securing funding.
- Facilities – Some local authorities or trusts offer discounted rates on leisure facilities for those clubs who have achieved accreditation. Please contact your local authority for more information.
- Strong workforce – The club accreditation process involves ensuring coaches are qualified, have received up to date training, are aware of their roles and continue to update qualifications where necessary.
- High quality delivery for young people – By working within the parameters of club accreditation, clubs demonstrate that they deliver activities to young people that are age appropriate and high quality. This helps to retain young children and recruit new members.

## **The club accreditation process**

In order to achieve accreditation clubs must collect and submit evidence that highlights they have met the set of core criteria all accrediting bodies adhere to. The club may also receive a visit from the accrediting body to ensure these standards are being met within the club environment.

The evidence collected relates to four or five sections listed below.

- The playing programme
- Duty of care and safeguarding and child protection
- Knowing your clubs and its community
- Club management
- Action plan

The length of time it takes for a club to achieve accreditation will depend on how much evidence they already have. A lot of clubs have some of the documents and

procedures required and in place and all that is needed is to gather this information into one place.

It can be useful for clubs to set targets when working towards accreditation. It can break the task down into manageable chunks and ensures that accreditation does not take too long, with volunteers becoming demotivated with the process as a result.

Upon achieving Clubmark, most accrediting bodies require clubs to complete an annual health check every year and renew accreditation in the third year. This may be different for some sports and the procedures for reaccreditation will be made clear to clubs during the accreditation process.

The annual health check is an ongoing review ensuring clubs have remained up to date with certain criteria such as public liability insurance and safeguarding qualifications.

Renewing accreditation in the third year involves resubmitting the whole accreditation folder.

## **How to register for club accreditation**

Once the correct accrediting body has been identified, the club or sports development officer working with the club will need to contact the body to register their interest. The club will then receive a folder which includes the accreditation criteria, examples of evidence required and the accreditation assessment process i.e. submission dates and contact details.

If the National Governing Body can accredit the club, please see Appendix A for website details where Clubmark registration information can be found.

If the County Sports Partnership can accredit the club, please contact County Durham Sport on 0191 372 9120 or alternatively email

[catherine.watson@durham.gov.uk](mailto:catherine.watson@durham.gov.uk)

## **Who can support clubs through the accreditation process?**

There are a number of organisations and resources available to support clubs through the accreditation process.

*National Governing Bodies* – A number of National Governing Bodies have sports specific development staff in place to support clubs to achieve accreditation. The National Governing Bodies may also have a number of resources either hard copy or internet based that clubs can access.

*County Sports Partnership (County Durham Sport)* – Accreditation involves volunteers attending a number of compulsory courses. County Durham Sport offer a menu of training opportunities that clubs can access. County Durham Sport can also organise club support evenings and training workshops offering advice and guidance for clubs and staff involved in accreditation. A number of resources are also available on the County Durham Sport website.

*Local authorities and sports development trusts* - Local authority sports development teams have officers across the County who can support clubs through the accreditation process. Support can include contacting accrediting bodies and registering interest, signposting clubs to courses, events and to other organisations that can support clubs.

Local authority staff are advised to contact National Governing Body staff before meeting with a club to discuss support options.

## **Resources**

Clubmark website - <http://www.clubmark.org.uk>

Running Sports – [www.runningsports.org](http://www.runningsports.org)

County Durham Sport – [www.countydurhamsport.com](http://www.countydurhamsport.com)

## Appendix A – National Governing Bodies who can accredit clubs



## Appendix B – Sport England recognised sports

Recognised sports	National governing bodies
Aikido	<a href="#">British Aikido Board</a>
American football	<a href="#">British American Football Association</a>
Angling	<a href="#">The Angling Trust</a>
Aquathlon	See triathlon
Archery	<a href="#">Archery GB</a>
Arm wrestling	No recognised governing body in England
Artistic skating (roller)	See roller sports
Athletics	<a href="#">UK Athletics</a> <a href="#">England Athletics</a>
Australian rules football	No recognised governing body in England
Badminton	<a href="#">Badminton England</a>
Balloonng	<a href="#">British Balloon and Airship Club</a>
Ballroom dancing	See movement and dance
Basketball	<a href="#">England Basketball</a> <a href="#">Great Britain Wheelchair Basketball Association</a>
Baseball/softball	<a href="#">Baseball Softball UK</a>
Baton twirling	No recognised governing body in England
Biathlon	<a href="#">British Biathlon Union</a>
Bicycle polo	See cycling
Billiards	No recognised governing body in England
BMX	See cycling
Bobsleigh	<a href="#">British Bobsleigh Association</a>
Boccia	No recognised governing body in England

Recognised sports	National governing bodies
Bowls	<a href="#">British Crown Green Bowling Association</a>  <a href="#">Bowls England</a>  <a href="#">English Bowling Federation</a>  <a href="#">English Indoor Bowling Association</a>  <a href="#">English Women's Bowling Federation</a>  <a href="#">English Women's Indoor Bowling Association</a>  <a href="#">English Short Mat Bowling Association</a>  <a href="#">British Isles Bowls Council</a>  <a href="#">British Isles Indoor Bowls Council</a>
Boxing	<a href="#">British Boxing Board of Control</a>  <a href="#">Amateur Boxing Association</a>
Camogie	No recognised governing body in England
Canoeing	<a href="#">British Canoe Union</a>
Caving	<a href="#">British Caving Association</a>
Chinese martial arts	<a href="#">British Council for Chinese Martial Arts</a>
Clay pigeon shooting	See shooting
Cricket	<a href="#">England and Wales Cricket Board</a>
Croquet	<a href="#">The Croquet Association</a>
Curling	<a href="#">English Curling Association</a>
Cycling	<a href="#">British Cycling</a>
Dance sport	See movement and dance

Recognised sports	National governing bodies
Darts	No recognised governing body in England
Disability sport	<a href="#">British Blind Sport</a> <a href="#">British Paralympic Association</a> <a href="#">British Wheelchair Sports Foundation</a> <a href="#">Cerebral Palsy Sport</a> <a href="#">Disability Sport Events</a> <a href="#">English Federation of Disability Sport</a> <a href="#">UK Deaf Sport</a>
Diving	<a href="#">Amateur Swimming Association</a>
Dodgeball	No recognised governing body in England
Dragon boat racing	<a href="#">British Dragon Boat Racing Association</a>
Duathlon	See triathlon
Equestrian	<a href="#">British Show Jumping Association</a> <a href="#">British Equestrian Federation</a> <a href="#">British Horse Society</a> <a href="#">Riding for the Disabled Association</a> <a href="#">The Pony Club</a>
Exercise and fitness	See movement and dance
Fencing	<a href="#">British Fencing Association</a>
Fives	<a href="#">Eton Fives Association</a> <a href="#">Rugby Fives Association</a>

Recognised sports	National governing bodies
Floorball	No recognised governing body in England
Flying	<a href="#">The Royal Aero Club of Great Britain</a> <a href="#">Popular Flying Association</a> <a href="#">British Microlight Aircraft Association</a> <a href="#">British Model Flying Association</a>
Folk dancing	See movement and dance
Football	<a href="#">The Football Association</a>
Futsal	See association football
Gaelic football	No recognised governing body in England
Gliding	<a href="#">British Gliding Association</a>
Goalball	No recognised governing body in England
Golf	<a href="#">The Golf Foundation</a> is responsible for the development of junior golf. <a href="#">Ladies Golf Union</a> <a href="#">Royal and Ancient Golf Club of St.Andrews</a> <a href="#">English Golf Union</a> <a href="#">English Women's Golf Association</a>
Gymnastics	<a href="#">British Gymnastics</a>
Handball	<a href="#">England Handball</a> <a href="#">British Handball Association</a>
Hang gliding and paragliding	<a href="#">British Hang Gliding and Paragliding Association</a>
Harness racing	<a href="#">British Show Jumping Association</a>

Recognised sports	National governing bodies
	<a href="#">British Equestrian Federation</a>  <a href="#">British Horse Society</a>  <a href="#">Riding for the Disabled Association</a>  <a href="#">The Pony Club</a>
Health and beauty exercise	See movement and dance
Highland games	No recognised governing body in England
Hockey	<a href="#">England Hockey</a>
Horse Racing	<a href="#">British Horse Racing Authority</a>
Horse Riding	<a href="#">British Show Jumping Association</a>  <a href="#">British Equestrian Federation</a>  <a href="#">British Horse Society</a>  <a href="#">Riding for the Disabled Association</a>  <a href="#">The Pony Club</a>
Hovering	<a href="#">Hovercraft Club of Great Britain Ltd</a>
Hurling	No recognised governing body in England
Ice hockey	<a href="#">Ice Hockey UK</a>  <a href="#">English Ice Hockey Association</a>
Ice skating	<a href="#">National Ice Skating Association</a>
Jet skiing	<a href="#">Royal Yachting Association</a>
Judo	<a href="#">British Judo Association</a>
Ju jitsu	<a href="#">British Ju-Jitsu Association Governing Body</a>
Kabaddi	No recognised governing body in England

Recognised sports	National governing bodies
Karate	No recognised governing body in England
Keep fit	See movement and dance
Kendo	<a href="#">British Kendo Association</a>
Kite Surfing	<a href="#">British Kite Surfing Association</a>
Kneeboarding	See water skiing
Korfball	<a href="#">British Korfball Association</a>
Lacrosse	<a href="#">English Lacrosse Association</a>
Land-sailing/yachting	See sand and land yachting
Lawn tennis	<a href="#">Lawn Tennis Association</a>
Life saving	<a href="#">Royal Life Saving Society</a>
Luge	<a href="#">Great Britain Luge Association</a>
Model aircraft flying	See flying
Modern pentathlon	<a href="#">Modern Pentathlon Association of Great Britain</a>
Motor cycling	<a href="#">Auto-Cycle Union</a>
Motor sports	<a href="#">Motor Sports Association</a>
Motor cruising	See sailing and yachting
Mountain biking	See cycling
Mountaineering	<a href="#">British Mountaineering Council</a>
Movement and dance	<p>Margaret Morris Movement</p> <p><a href="#">Medau Movement</a></p> <p><a href="#">Keep Fit Association</a></p> <p><a href="#">The Fitness League</a></p> <p><a href="#">English Amateur Dancesport Association</a></p> <p><a href="#">English Folk Dance and Song Society</a></p> <p><a href="#">The Laban Guild</a></p>

Recognised sports	National governing bodies
Netball	<a href="#">England Netball</a>
Octopush	See sub aqua
Orienteering	<a href="#">British Orienteering Federation</a>
Parachuting	<a href="#">British Parachute Association</a>
Petanque	No recognised governing body in England (application awaited from the English Petanque Association)
Polo	<a href="#">Hurlingham Polo Association</a>
Polocrosse	See equestrian
Pool	<a href="#">English Pool Association</a>
Powerboating	See sailing and yachting
Powerlifting	See weightlifting
Puck hockey (roller)	See roller sports
Quoits	No recognised governing body in England
Rafting	White Water and Wild Water See canoeing
Rackets	<a href="#">Tennis and Rackets Association</a>
Racketball	See squash
Rambling	<a href="#">Ramblers Association</a>  <a href="#">Long Distance Walkers Association</a>
Real tennis	<a href="#">Tennis and Rackets Association</a>
Roller sports	<a href="#">British Roller Sports Federation</a>
Rounders	<a href="#">Rounders England</a>
Rowing	<a href="#">British Rowing</a>
Rugby league	<a href="#">Rugby Football League</a>
Rugby union	<a href="#">The Rugby Football Union</a>
Sailing and yachting	<a href="#">Royal Yachting Association</a>
Sand and land yachting	<a href="#">British Land Sailing</a>
Shinty	No recognised governing body in England

Recognised sports	National governing bodies
<b>Shooting</b> (air, clay target, crossbow, muzzle loading, pistol, rifle and target)	<a href="#">British International Clay Target Shooting Federation</a>  <a href="#">Clay Pigeon Shooting Association</a>  English Target Shooting Federation <a href="#">Great Britain Target Shooting Federation</a>  <a href="#">National Rifle Association</a>  <a href="#">National Smallbore Rifle Association</a>
<b>Show jumping</b>	See equestrian
<b>Skateboarding</b>	No recognised governing body in England
<b>Skater hockey (roller)</b>	See roller sports
<b>Skiing</b>	<a href="#">Snowsport England</a>
<b>Skipping</b>	No recognised governing body in England
<b>Snooker</b>	No recognised governing body in England
<b>Snowboarding</b>	<a href="#">Snowsport England</a>
<b>Softball</b>	<a href="#">Baseball/Softball UK</a>
<b>Sombo</b>	<a href="#">British Sombo Federation</a>
<b>Speedway</b>	See motor cycling
<b>Speed skating (roller)</b>	See roller sports
<b>Squash</b>	<a href="#">England Squash and Racketball</a>
<b>Stoolball</b>	<a href="#">Stoolball England</a>
<b>Sub aqua</b>	<a href="#">British Sub-Aqua Club</a>
<b>Surf life saving</b>	<a href="#">Surf Life Saving Association</a>

Recognised sports	National governing bodies
Surfing	No recognised governing body
Swimming and diving	<a href="#">Amateur Swimming Association</a>
Table tennis	<a href="#">English Table Tennis Association</a>
Taekwondo	<a href="#">British Taekwondo Council</a>
Tang Soo Do	<a href="#">United Kingdom Tang Soo Do (Soo Bahk) Federation</a>
Tenpin bowling	<a href="#">British Tenpin Bowling Association</a>
Trampolining	<a href="#">British Gymnastics</a>
Triathlon	<a href="#">British Triathlon Federation</a>
Tug of war	<a href="#">Tug of War Association</a>
Ultimate (frisbee)	No recognised governing body in England
Volleyball	<a href="#">Volleyball England</a>
Wakeboarding	<a href="#">See water skiing</a>
Water polo	See swimming and diving
Water skiing	<a href="#">British Water Ski</a>
Weightlifting	<a href="#">British Weightlifters Association</a>
Windsurfing	See sailing and yachting
Wrestling	<a href="#">British Wrestling Association</a>
Yoga	<a href="#">British Wheel of Yoga</a>

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