



GYMMARK CRITERIA ACCREDITATION AND SELF-ASSESSMENT FORM



Name of Club: _____ SG Number: _____
 Region: _____ Disciplines: _____
 Club Contact: _____ Link Officer: _____

MODULE 1 – DEVELOPMENT								
Criteria	Examples of Evidence Required (E =Essential, D=Desirable)		Assessment Method	Supporting Resources	Club Check-list and Assessment			
					Year 1 Accreditation	Year 1 Assessment	Year 2 Assessment	Year 3 Assessment
Action Plans Club actively involved in development by writing and delivering Club Action Plan.	E	Club Action Plan.	SGA/RGD/ GDO copy of club plan	<i>Club Development Support Pack (CDSP)</i>				
	D	Action plan addresses BG headings						
Partnerships Club has contact, through named co-ordinator, with Local Authority (LA), Sport Partnership / schools / sports organisations.	E	-Contact details of partnership organisations. -Identified club contact for all partner organisations.	SGA/RGD/ GDO (matrix)	<i>sportscotland website. Local Authority (LA) websites (CDSP)</i>				
	D	Appointment of Partnership Liaison Officer.			SGA/RGD/ GDO assessment			
3. Volunteer Co-ordinator Volunteer Co-ordinator (VC) appointed	E	Person identified responsible for volunteers. Training and support addressed in club action plan.	↓	<i>CDSP</i>				
	D	Club volunteer co-ordinator						
4. Links with Volunteer Award Programmes Club makes use of local, regional or national programmes that reward and recognise volunteers.	D	- Applications to Volunteer reward programmes. - Volunteer section in club action plan.	↓	<i>sportscotland website SPs, LAs</i>				

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MODULE 2 – TRAINING & EVENTS PROGRAMME								
Criteria	Examples of Evidence Required (E =Essential, D=Desirable)		Assessment Method	Supporting Resources	Club Check-list and Assessment			
					Year 1 Accreditation	Year 1 Assessment	Year 2 Assessment	Year 3 Assessment
<u>Coaching Standard</u> Coaches responsible for club and for each discipline's programme are minimum Level 2.	E	Highest BG coaching certificate of coach(es).	SGA/RGD/ GDO (matrix)	<i>Matrix template</i>				
	D	Revalidation to new UKCC courses.						
<u>Coach to Gymnast Ratio</u> Ratio of coaches to participants in accordance with BG guidelines.	E	List of coaches / registers of gymnasts showing ratios, level of activities, level of coaches and risk assessments (where appropriate).	SGA/RGD/ GDO assessment ↓	<i>BG Health, Safety & Welfare (HSW) Policy. CDSP</i>				
<u>Training Time</u> Minimum 1 hour per week coaching time provided for minimum 30 weeks per annum.	E	Training calendar shows sessions and levels over minimum period.		<i>Coaching Logbook</i>				
<u>Competition or Events</u> Opportunities available for members / gymnasts.	E	Calendar of events attended with details e.g. programmes, results etc. Social evenings. National, local, regional, club, competitions / events, displays etc.		<i>BG / SGA websites, SGA Club Mailings Club Mailing</i>				
<u>Assessment Procedures</u> Club programme uses assessments for members to measure progress.	E	BG/SGA proficiency charts, badges, profiles, testing, results. BG promotional material.		<i>BG / SGA proficiency award schemes, profile testing -coaching logbooks</i>				

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Criteria	Examples of Evidence Required (E =Essential, D=Desirable)	Assess- ment Method	Supporting Resources	Club Check-list and Assessment			
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6. Safe Facilities Coaching takes place in safe facilities and uses safe equipment	E 1. Monthly equipment Risk Assessment (RA) done by coach or adult member of club. 2. Monthly facility RA done by coach or adult member of club (club in own facility). Or Obtain statement from facility provider stating who is responsible for RA (club hiring facility).	SGA/RGD /GDO – assessment	<i>BG HSW Policy.SGA Risk Assessment form. CDSP</i>				
	D 1. Same person carries out each monthly equipment RA and club has informed them of potential liability associated with role, i.e. task description, HSW Manual. - Second club member does annual safety equipment RA. - Annual equipment check by equipment manufacturer. 2. Same person does each monthly facility RA and club has informed them of potential liability associated with role. - Second club member does annual facility RA. 3. RA for one-off events / activities outside usual club remit i.e. competitions / displays / training camps / trips etc.	↓	<i>BG HSW Policy.SGA Risk Assessment form. CDSP</i>				



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7. Personal Insurance Coaches and members have have SGA/BG membership at appropriate level.	E	Membership details.	SGA/RGD /GDO - (matrix)	<i>All coaches and club members are SGA members. Coaches to have BG membership where required</i>				
8. Role / Task Descriptions Clear role / task descriptions.	E	Signed role descriptions for employed coaches Volunteer task descriptions, signed to confirm receipt	SGA/RGD /GDO assessment	<i>BG HSW Policy CDSP</i>				

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MODULE 3 – ETHICS AND WELFARE							
Criteria	Examples of Evidence Required (E =Essential, D=Desirable)	Assess- ment Method	Supporting Resources	Club Check-list and Assessment			
				Year 1 Accreditation	Year 1 Assessment	Year 2 Assessment	Year 3 Assessment
<u>1. Child Protection Policy and Procedures</u> Club has adopted SGA CP Policy and is working towards policy procedures.	E 1.Signed, published evidence club has adopted SGA Child Protection (CP) Policy and code of practice, which includes code of practice for coaches and officials. 2. Club has Safe Gym for All certificate.	SGA/RGD /GDO assessment	<i>SGA CP Policy. CDSP</i>				
<u>2. Child Protection Coordinator</u> Designated, trained CPC. CPC has attended: (i) Child Protection Awareness (ii) SGA Safe Gym for All (iii) CPC has influence on decision-making within club	E CPC appointed. Evidence of attendance on a CPA training, or proof of relevant professional experience. Certificate of attendance on Safe Gym for All course. Coordinates ongoing training with all those working with children, young people and vulnerable adults	(matrix) 	<i>SGA CPC policy and SGA Safe Recruitment policy CDSP.</i>				
<u>3. Safe Recruitment</u>	E Coaches and all those working with children, , young people and vulnerable adults must be safely recruited which includes : <ul style="list-style-type: none"> • Self declaration • Enhanced Disclosure • Attendance on a Safe Guarding and Protecting children course 		<i>SGA Safe Recruitment Policy SGA CP course</i>				

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4. Child Protection Awareness Training	E Evidence of attendance on a CPA Course by all coaches, volunteers and staff working with children, young people and vulnerable adults	SGA/RGD /GDO assessment (matrix)	SGA CPA policy				
5. Safe Gym for All Safe Gym for All available to all committee & is compulsory for CPC / Head Coach.	E Evidence of CPC and Head Coach attendance on Safe Gym for All courses.	↓	SGA Safe Gym For All training.				
	D Committee member attended Safe Gym for All.						
6. First Aid - Club has access to emergency first aid at all coaching and competition sessions. - Appointment of Health & Safety Officer (HSO).	E - Emergency first aid provision available at all sessions (first aid kit & qualified persons) N.B. If club hires centre that has first aid provision, evidence must be provided. - Clubs in own facility to appoint HSO. Task description required. Or - Clubs hiring facilities to evidence who is responsible for Health & Safety.	SGA/RGD /GDO assessment ↓	BG HSW Policy St John's / Red Cross /St Andrews SGA accident reporting guidelines				
	D Clubs hiring facilities to appoint HSO.						
7. Emergency Procedures Club has emergency procedures for dealing with injuries/incidents, access to telephone contact during sessions and contacts for external agencies.	E - Emergency procedures, showing location of telephones, assembly point in event of fire or bomb threat. NB Clubs in hired facilities should adopt and be aware of facility procedures. - Published CPC and First Aider contact details. - Copy of accident report forms/book.	↓	LA /SGA reporting guidelines CDSP				



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8. Medical Information Club has information on members' medical conditions and informs coaches on "need to know" basis.	E	Secure, accessible medical records of members, pertinent to their involvement in gymnastics	SGA/RGD /GDO assessment	BG HSW Policy. SGA Club Help Pack CDSP				
8. Contact Details Club has contact details of parents/guardians and emergency /alternative contacts for all members.	E	Contacts and club registration forms accessible at each training session	↓	BG HSW Policy. CDSP				
9. SGA Equity Policy Club has addressed equity issues in action plan	E	Club has adopted SGA Equity Policy.	↓	SGA Equity Policy CDSP Various equity agencies				
	D	Club has an Equity statement in handbook or club information document	Copy					
10. Code of Practice 1. Club has Code of Practice for coaches, judges, volunteers and gymnasts. 2. Club has Code of Practice for parents/ guardians and spectators. 3. Club has set of rules for members.	E	Codes of practice for: - 1 Coaches, judges, volunteers and gymnasts. 2. Parents / guardians and spectators. 3. Membership rules (might already be included in the above)	↓	SGA Code of Practice for Coaches & Officials SGA CP Policy CDSP.				



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<u>11. Complaint / Grievance Procedure</u> The club has a Complaint / Grievance procedure	E	Evidence of Complaint / grievance procedure.	SGA/RGD /GDO assessment Copy	<i>SGA Code practice:</i> <ul style="list-style-type: none"> • <i>Disciplinary procedures</i> • <i>Coaches & Officials</i> 				

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MODULE 4 - ADMINISTRATION							
Criteria	Examples of Evidence Required (E =Essential, D=Desirable)	Assessment Method	Supporting Resources	Club Check-list and Assessment			
				Year 1 Accreditation	Year 1 Assessment	Year 2 Assessment	Year 3 Assessment
1. Constitution The club has an open policy. The Club CPC is a committee member.	E Club constitution/ policy open to all. (For clubs that run as a business, please provide your club policy/set of rules). Club CPC is a committee member.	SGA/RGD /GDO assessment Copy ↓	Equity Policy. SGA CP Policy CDSP				
2. Affiliation Club affiliated to SGA	E SGA affiliation number.	↓	Matrix template				
3. Committee Members Executive committee members are affiliates of SGA e.g. Secretary, Chair, Treasurer and CPC	E Committee members and their SGA affiliate numbers. Signed task descriptions.	↓ (matrix)	Matrix template				
4. Club Insurance Club has public liability insurance.	E Copy of BG insurance certificate.	↓	BG / SGA Insurance certificate				
5. Communication Regularly communicates with parents / guardians, gymnasts and members.	E Club leaflets / notices / newsletters etc.	↓	CDSP				

Date of completion: Club contact signature: Club position: Support officer signature: