

Quick Step Guide to West Lothian Community Sports Club Accreditation Scheme

01

Scheme is advertised to local clubs through Active West Lothian Website and promoted by all Sport & Outdoor Education staff and Active School Co-ordinators

<http://www.activewestlothian.com/>

02

Note of interest is received from Community Sports Club



03

Staff members to send club self-audit or direct clubs to online self-assessment tool



<http://club.sportscot.org.uk/>

04

When a self-audit or assessment is returned clubs are invited to register on the scheme. Registration forms can be given directly to clubs or downloaded on Active West Lothian website

05

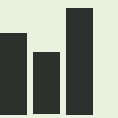
Officer or Co-ordinator continue to support clubs working towards Level 1 accreditation

06

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07

When Level 1 criteria is met a checklist is countersigned by lead officer for accreditation



08

Clubs receive official letter, cheque and certificate from West Lothian Council as recognition for gaining accreditation level 1



09

Clubs can progress to the next level of accreditation after a minimum period of 12 months

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Clubs are required to take part in a club review every 3 years in order to stay accredited.

