

Benefits of Accreditation for your club;

- Raises public confidence in your club
- Creates safer 'quality' clubs for children, young people and vulnerable adults throughout West Lothian
- Builds a strong structure to support development of your club
- Helps your club to engage in its own development
- Confidence in what the club offers and how the club operates for both the committee and club members
- Access to Child Protection Training
- Access to Running Sport Courses
- Assists clubs in attracting external funding
- Raises profile of the club
- Assists with succession planning in club management
- Will help to increase membership levels in the longer term
- Highlights best practice in sport
- Will help promote school/club links
- Provides extra support through the Sports Unit
- Will help attract and retain qualified coaches and provide opportunities for development
- Financial reward of £100 for Access Level, £200 for Community Club Status and £250 for Development Level

Accreditation Process

Return note of interest to register on scheme

Accreditation pack sent out

Evidence compiled by Club

Visit from Sport & Outdoor Education Team to complete audit of Club and collect evidence

Criteria not met:

Support given from relevant member of Sport & Outdoor Education Team to reach appropriate level

Criteria met:

Club can progress on to next level with continued support from the Sport & Outdoor Education Team, process starts again*

* A review will be carried out every 3 years

For further information please contact;
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West Lothian
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Community Club Accreditation Scheme

West Lothian Council recognises the important role clubs can play to increase participation and improve the quality of sporting opportunities for the benefit of local communities.

This scheme has been developed to help support clubs in West Lothian and allow the public to recognise safe, effective and child friendly club environments.

The process is very simple with support resources and training being made available throughout from your Sport & Outdoor Education Team. If your club has already gained a National Governing Body Accreditation, please provide evidence of this and the appropriate level of award will be presented.

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WEST LOTHIAN COUNCIL DELIVERS

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ACCESS LEVEL

The first level of Accreditation will require the club to demonstrate safe practices with regards to child protection. The club will also have to show strong organisational administration and democratic accountability.

Access Level Criteria:

- Constitution
- Evidence of regular meetings (minutes)
- Evidence of an AGM
- Proof of a club bank account
- Affiliation to National Governing Body / Local Sports
- Association / Appropriate Management Committee
- Relevant insurance
- Proof of first aid presence at training and events
- Child protection policy in place, adopted and signed by committee
- 3 club members to attend safe guarding and protecting children course
- Clear administration process for Coach management showing disclosure checks and qualifications
- A training session will be viewed by an appropriate member of the Sport & Outdoor Education Staff.



COMMUNITY CLUB

Having fulfilled the access criteria those clubs wishing to benefit from further support should demonstrate a commitment to the principles of a Community Sports Club.

'A club which provides opportunities for the community to participate in their chosen activities and recognises its role in the developing the potential of its members' - WLC

Community Club Criteria:

- To have completed access level
- To have carried out a club review
- To have a constitution which reflects the views of a Community Club
- Production of a Club Development Plan
- To implement regular formal and informal risk assessments where required
- To have Job descriptions in place for volunteers, coaches and committee members
- To adopt and implement a code of ethics and conduct for all coaches and members
- A visit will be made by an appropriate member of the Sport & Outdoor Education Staff
- To appoint fully trained Child Protection Officer (Attended Welfare Officer training)
- Provide evidence of Community Partnerships
- Appropriate committee members to attend 1 Running Sport course



DEVELOPMENT LEVEL

To stay registered with the scheme and receive continued support from the Council we ask that your club completes an annual registration form keeping your club contact details up-to-date. You will also be required to produce a short report on your development plan. A review will be carried out every three years.

Development Level Criteria:

- Completion of first two levels
- Proof of continuing development that is relevant to club development plan
- Completion of an annual registration form
- Annual report with specific reference to Development Plan, what has and has not been achieved and future plans
- Appropriate committee members to attend 2 further Running Sport courses

Running Sports is a National network developed to help support Clubs & Volunteers. Clubs interested in the following Running Sports Courses should contact the Sport & Outdoor Education Team.

- Funding for your Club
- Action Planning for your club
- Valuing your Volunteers
- Developing Partnerships with your Clubs & Schools
- A club for all