



Marc Awdurdodi Canolbwynt Chwaraeon Merthyr



Merthyr Tydfil
Leisure



CLUB/ORGANISATION DETAILS

Name of club/organisation;

Sport / Physical Activity;

**Contact person;
Position in club;
Contact address;**

Postcode;

**Daytime contact number;
Evening contact number;
Mobile number;**

E mail address (if applicable)

Website (if applicable)

Where the following logo is visible, it means that it is an essential criteria for the Merthyr Leisure and Disability Sport Wales Insport Programme. If you are interested in working towards becoming an inclusive club contact Dan Bufton on 01685726270 or dan.bufton@merthyr.gov.uk



STANDARD AWARD CRITERIA

To be accredited clubs must fulfill all criteria set out in the self-assessment form below. Please complete this section and provide the relevant supporting evidence as detailed in the evidence check list.



CLUB STRUCTURE – does your club have the following?			Supporting Evidence required
1	A club constitution with dissolution clause	Yes/No	
2	A club committee	Yes/No	
3	Bank Account with a minimum of 2 signatories	Yes/No	
4	Public Liability Insurance	Yes/No	
5	Equity Statement	Yes/No	
6	Affiliation to your National Governing Body (if applicable)	Yes/No	
7	Suitably qualified coaches, officials, and volunteers (please provide details on form A enclosed)	Yes/No	
8	Lead coach has a UKCC Level 2 or NGB equivalent qualification	Yes/No	








COACHES INFORMATION FORM A

NAME OF COACH	Coaching qualification/s	DATE ACHIEVED	CRB NO	HOLDING ORGANISATION AND SIGNATORY	DATE OBTAINED

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WELFARE– does you club have the following?			Supporting Evidence required
1	A child protection and/or vulnerable adults policy or signed up to DSW equity policy		Yes/No
2	A Welfare or Child protection officer (if applicable)		Yes/No
3	CRB Policy for checking the suitability of coaches, volunteers , officials		Yes/No
4	An equal opportunities policy / Club signed up to is Disability Sport Wales Equities Policy		Yes/No
6	A qualified First aid person with appropriate equipment present during all activities		Yes/No
7	Codes of conduct for coaches, volunteers and parents including complaints procedure		Yes/No
8	Activity / Facility Risk Assessment policy		Yes/No
9	Policy for dealing with accidents / incidents		Yes/No

WELFARE INFORMATION FORM B

NAME OF WELFARE /CHILD PROTECTION OFFICER	QUALIFICATIONS, COURSES ATTENDED


NAME OF FIRST AIDERS	QUALIFICATIONS, COURSES ATTENDED

NAME OF CARE/SUPPORT STAFF (not including family)	QUALIFICATIONS, COURSES ATTENDED



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RECRUITMENT– does your club have the following?			Supporting Evidence required
1	Policy for the recruitment of coaches and volunteers	Yes/No	
2	Coaches application form	Yes/No	
3	Grievance procedure	Yes/No	
4	Player registration form	Yes/No	
5	Club information pack	Yes/No	
5	Make all athletes aware of national events which they might enter 	Yes/No	

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	CLUB DEVELOPMENT– does your club have the following?		Supporting Evidence required
1	Coach, official, referee and volunteer development action plan (if applicable)	Yes/No	
2	Appropriate coach /participant ratios	Yes/No	
3	Links with the Local Authority Sports Development Unit	Yes/No	
3	Signed up to Insport programme with Disability Sport Officer	Yes/No	



STANDARD AWARD CRITERIA

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Please use this space for any additional information in support of your application

I confirm that all the information given is accurate and enclose all the supporting evidence required

Signed

Date

Name.....

(Office use only)

Focus Sport REF No:.....

SDU Officer appointed.....

Date Indexed.....

Revalidation Date.....

Date certificate issues

The information you have provided on this self assessment form will be used and stored for 12 months by the sports development unit for monitoring purposes and if successful your club's name will be listed on the Merthyr Tydfil County Borough Council web site as achieving the Focus Sport Merthyr Accreditation. By signing this form you are consenting to the Council using the information which you have supplied in the manner stated above.

Please return to; MTCBC Sports Development Unit, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

EVIDENCE CHECKLIST

Please submit the following documents with your self assessment form; photocopies will be accepted (originals will be returned once your application has been processed)	Evidence submitted (please tick)	Office use only
1. Copy of your club constitution to include details of; Aims and Objectives Membership details/fees Officers of the Club Committee structure Dissolution		
2. Bank account name and names of current signatories		
3. Copy of your public liability insurance policy		
4. Clubs equity policy		
5. Governing Body membership including affiliation number		
6. Code of conduct		
7. Details of Coaches qualifications (Form A and copies of Certificates of attendance)		
8. Child protection/vulnerable adults policy		
9. Details of welfare/child protection officers (Section 1 Form B)		
10. Details of first aiders (Section 2 Form B and copies of certificate of attendance)		
11. Copy of your CRB procedures		
12. Equal opportunities policy		
13. Risk Assessment policy		
14. Accident / Incident policy		
15. Recruitment policy		
16. Application/registration forms for coaches and participants		
17. Grievance procedure		
18. Club information pack		
19. Coach, official, referee and volunteer development action plan (if applicable)		
20. Appropriate coach /participant ratios		
21. Links to sports development unit		