

# Clubmark

Author: [Russell Moore](#)

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## ABOUT CLUBMARK

[Clubmark](#) is the only national cross sports quality accreditation scheme for clubs with junior sections. It is built around a set of core criteria which ensure that accredited clubs operate to a set of consistent, accepted and adopted minimum operating standards.

[Sport England](#) recognises and values the commitment made by sports clubs to develop high quality, welcoming environments for young participants. The development of clubs that encourage young people to take-up sport, improve their talents and give them the option to initiate and maintain life-long participation in sport is an essential part of our work to support the sporting infrastructure in England.

This website provides everyone involved in the scheme with a dedicated, all-inclusive bank of relevant, up to date information and club databases as well as news and examples of best practice, including:

- [Pathway to accreditation](#)
- [Resources](#)
- [Clubmark database](#)
- [Benefits](#)
- [Case studies](#)
- [Clubmark Charter](#)

Clubmark is endorsed by all the main sporting, youth and education agencies involved in delivery of sporting opportunity for young people as the accreditation scheme for clubs with quality assured junior sections.

A club is accredited via either its licensed National Governing Body (NGB) or County Sports Partnership (CSP). It must, therefore, be affiliated to the relevant Sport England recognised NGB in order to be accredited.

More than 10,000 clubs across around 35 sports are currently Clubmark accredited or 'working towards' the award. These cover a diverse array of sports from ball games such as table tennis, cricket and rugby to water sports like swimming, canoeing and rowing.

## THE BENEFITS OF ACHIEVING CLUBMARK

There are many benefits to be gained by achieving Clubmark. [Click here to download the benefits.](#)

## CLUBMARK PROCEDURE

### *The Accreditation File*

Table Tennis England has adapted the Clubmark criteria to Table Tennis so that a club which provides the necessary evidence in this accreditation file will become an accredited Table Tennis England Clubmark club. Accredited clubs will enjoy an enhanced status and recognition that they operate to high standards.

This file is designed to help a club to collect, store and present to Table Tennis England the evidence necessary to demonstrate that it has achieved the criteria and qualifies for Clubmark.

### *Accreditation Procedure*

1. You will receive a memory stick with the Clubmark pack. This memory stick contains electronic copies of the

template documents contained within the pack.

These documents are designed to help you achieve Clubmark. Your club may well already have similar or better versions in use already. If that is the case, please use those. If you can use the templates we provide you can still change or alter certain documents to suit your club. Templates 20, 21, 22, 27a and 27b in particular may require editing; areas for attention have been highlighted in red.

The membership form, club brochure and newsletter are included as an example of what might be used. Please feel free to replace these forms with versions of your own design or change the templates to suit your needs.

Also on the memory stick is the document 'Clubmark File Help Notes' which provides the reasoning behind the Clubmark criteria.

2. When ready start building your evidence portfolio

3. Work with your Regional Development Manager (RDM) to formulate an Action Plan to achieve any accreditation criteria the club does not currently meet.

4. Once the club has met all the criteria in a section, complete the relevant online accreditation form. See the '[Online Clubmark Accreditation Guidance](#)' document for more information. Please note that you do not have to complete sections 1, 2, 3 or 4 in order. However section 5 must be the last one you complete.

5. Once all sections are complete and submitted correctly online the Table Tennis England licensed Clubmark Assessors will review the information submitted. If everything is correct you will be awarded Clubmark status and sent your certificate of accreditation.

Or

6. If the file does not pass assessment the Club is notified of additional evidence required.

7. A club has up to 12 months to achieve Clubmark accreditation from the issue date of their accreditation file. All evidence in the file must be current at the time of assessment.

8. Clubmark Accreditation lasts for three years from the accreditation date.

9. An annual Club Health Check and annual Affiliation to the Table Tennis England is required to maintain Clubmark status in the intervening years.

10. Knight, Kavanagh & Page administrate Clubmark nationally on behalf of Sport England. Each year a number of sports clubs are chosen for an External Verification. If your club is chosen they will ask to see your accreditation file, as such we recommend that you keep your file's data up to date and easily accessible.

#### **ONLINE CLUBMARK ACCREDITATION FORMS**

The link below will take you to each section of the online accreditation process. You do not need to do each section in order, however Clubmark Accreditation cannot be awarded until all sections have been completed.

[Sections 1-5: Playing Programme, Duty of Care, Safeguarding and Protection of Children, Knowing your Club and Its Community, Club Management, Volunteers & Final Sign Off](#)

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