

ONLINE CLUBMARK ACCREDITATION GUIDANCE DOCUMENT

This document provides you with guidance on how to complete your Clubmark Accreditation online. It assumes that you are familiar with the Clubmark criteria and documentation as it refers to this documentation frequently. It also assumes that you have completed at least one section of the Clubmark Folder and are ready to submit it for verification.

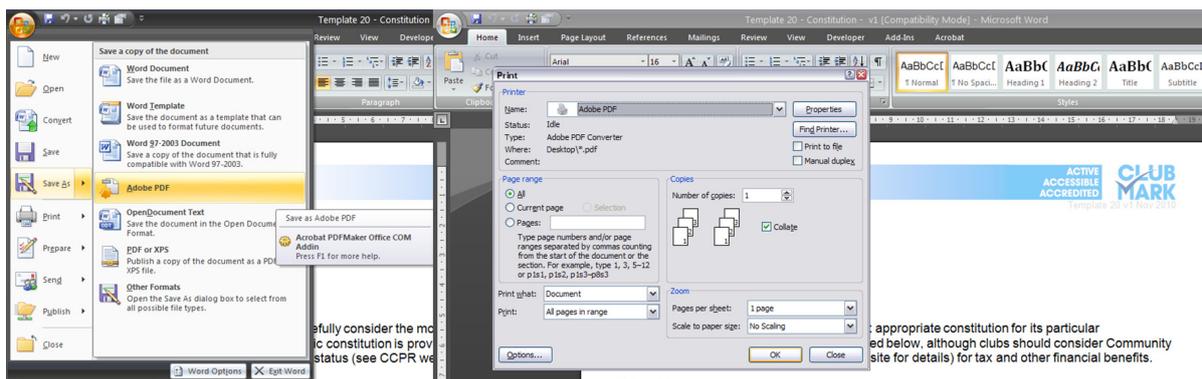
The ETTA has created this process to make Clubmark Accreditation quicker for clubs to achieve, and more manageable by breaking the criteria up into sections. In addition providing the information online will eliminate the risk of documentation being lost in the post.

The online accreditation process is split into five separate forms, one for each section of the Clubmark criteria. We have done this so clubs can work towards Clubmark at their own pace, completing sections at their leisure.

Each form will ask you to confirm that the criteria within each section have been met. Where possible this is a tick box, however, for some criteria we do require a copy of the information contained within your Clubmark Folder. We will require these copies either in the form of an Adobe PDF document or as a jpeg.

There are two ways that you can create a PDF document; by scanning an existing hard copy of a document or by creating a PDF from an electronic document stored on the computer.

Electronic documents can be either 'saved as' or 'printed as' a PDF document if you have Adobe Reader installed on your computer. You can download the reader from here: <http://get.adobe.com/uk/reader/>



If you have access to a scanner the document being scanned will output either as a PDF or as a jpeg image.

If you do not have access to a scanner you can photograph the document using a camera and use the image produced to upload to us. All we ask is that the text is legible.

The next pages explain what each online form requires you to complete it and provides the link to each form.

ONLINE FORMS

If you are using Internet Explorer 6 or newer, Firefox, Chrome or Safari you should not have a problem accessing the forms. A mobile phone or tablet device with internet access can also be used to view and fill out the form.

Once you complete each form you will be sent a copy of the information you have provided to us by email.

Please note that if you close your internet browser (or close a tab within the browser) before finishing a form you will lose the information submitted up to that point. The form does ask for confirmation before exiting to prevent accidental closures.

Unfortunately it is not possible to edit the information supplied on the form once you submit it, so please make sure everything is in order before you do.

The following pages explain what each form will ask you for and the order of the questions. When you are ready click on the link provided to access the relevant form.

SECTION 1: THE PLAYING PROGRAMME

This form will enable you to submit verification to us that your club has met the criteria in section 1 of the Clubmark Accreditation process.

To complete this form you will need to have the following documents available to upload either in PDF or jpeg format.

- Your club's coaching schedule (Template 1)
- A copy of your club's completed risk assessment document (Template 9).

To complete the form you will be required:

1. To upload your club's coaching schedule
2. To confirm that the club
 - Regularly delivers Butterfly Skills Awards and Junior Umpire Awards
 - Has adopted coaching guidelines into dated committee minutes (Template 3)
 - Encourages members to take part in regular competition
 - Has adopted coach roles and responsibility guidelines into dated committee minutes
3. To provide details of three of your club coaches including:
 - Name
 - Coaching Qualification
 - Coach Licence Number
4. To upload a copy of the club's risk assessment document (Template 9)

You can access the form by clicking here: [Online Accreditation – Section 1](#)

SECTION 2: DUTY OF CARE AND SAFEGUARDING AND PROTECTION OF CHILDREN

This form will enable you to submit verification to us that your club has met the criteria in section 2 of the Clubmark Accreditation process.

To complete this for you will need to have the following documents available to upload either in PDF or jpeg format.

- Certificates or confirmation that your Club Welfare Officer and a club coach have attended a Sports Coach UK or local authority Child Protection Course (Template 11)

To complete the form you will be required:

1. To confirm that the club has:
 - Adopted the ETTA Child Protection Policy & Guidelines into dated committee minutes
2. To upload confirmation that the Club Welfare Officer and a club coach have attended a Sports Coach UK or local authority Child Protection Course (Template 11)
3. To confirm that the club has:
 - Adopted the ETTA's Code of Conduct for all coaches, players, officials and other volunteers into dated committee minutes (Template 12)
 - A first aid kit that contains the items recommended by the Health & Safety Executive
 - Adopted Emergency Procedures and Accident/Incident Reporting into dated committee minutes (Templates 14a & 14b)
 - Kept records of its members details including emergency contacts, that are held securely on the club site
 - Asked its members to provide details of any medical conditions they may have

You can access the form by clicking here: [Online Accreditation – Section 2](#)

SECTION 3: KNOWING YOUR CLUB AND ITS COMMUNITY

This form will enable you to submit verification to us that your club has met the criteria in section 3 of the Clubmark Accreditation process.

To complete this for you will need to have the following documents available to upload either in PDF or jpeg format.

- A copy of your club's equality action plan (Template 18)
- Details of the equity task completed by the club coach, or evidence that the coach has attended an Equity in your Coaching workshop (Template 19)
- A copy of your club's constitution (Template 20)

To complete the form you will be required:

1. To confirm that the club has:
 - Adopted the ETTA Equality Policy & the ETTA Equal Opportunities Policy into dated committee minutes (Templates 17a & 17b)
2. To upload a copy of the club's Equity Action Plan
3. To upload confirmation that the club coach has completed an equity task or attended a Sports Coach UK 'Equity in your Coaching' course.
4. To upload a copy of the club's constitution.
5. To confirm that the club has:
 - Adopted a set of rules for parents/carers into dated committee minutes (Template 21)
 - Adopted a set of rules for club members into dated committee minutes (Template 22)

You can access the form by clicking here: [Online Accreditation – Section 3](#)

SECTION 4: CLUB MANAGEMENT

This form will enable you to submit verification to us that your club has met the criteria in section 4 of the Clubmark Accreditation process.

To complete this for you will need to have the following documents available to upload either in PDF or jpeg format.

- A copy of the club's pricing plan or membership form (Template 26)
- A copy of an agreement that confirms the link between the club and a school or similar organisation (Templates 27a or 27b)
- Contact details of your local authority or county sports partnership (Template 28)
- A copy of the club's current action plan (Template 29)

To complete the form you will be required:

1. To confirm that the club has:
 - Liability insurance that covers its venue(s) and coaches
 - Affiliated to the English Table Tennis Association
 - Affiliated each of its members to the ETTA, either as a player or Associate Member
 - A way of communicating regularly with its members via a newsletter or website
2. To upload a copy of the club's pricing plan or membership form
3. To upload details of the links the club has with either a local school sport partnership or similar organisation
4. To upload contact details for you local authority and/or county sports partnership
5. To upload a copy of the club's current action plan
6. To confirm that the club will:
 - Review the Clubmark folder annually

You can access the form by clicking here: [Online Accreditation – Section 4](#)

SECTION: GOOD PRACTICE – VOLUNTEERS AND FINAL SIGN OFF

This form will enable you to submit verification to us that your club has met the criteria in section 5 of the Clubmark Accreditation process and provide confirmation that the club has adopted the guidelines and policies outlined previously into dated committee minutes.

To complete this for you will need to have the following documents available to upload either in PDF or jpeg format.

- A copy of the club's volunteer action plan
- A copy of the club minutes that confirm adoption of the following guidelines and policies:
 - *ETTA Coaching Guidelines (Template 3)*
 - *Coaching Roles & Responsibilities (Templates 7a & 7b)*
 - *ETTA Child Protection Policy (Template 10)*
 - *ETTA Code of Conduct for coaches, players, officials and volunteers (Template 12)*
 - *Guidelines for dealing with accidents and emergencies and an Incident Form (Templates 14a & 14b)*
 - *ETTA Equality Policy and ETTA Equal Opportunities Policy (Templates 17a & 17b)*
 - *Equity Action Plan (Template 18)*
 - *Code of Practice for Parents/Carers (Template 21)*
 - *Code of Practice for Members (Template 19)*

To complete the form you will be required:

1. To upload a copy of the club's volunteer action plan (Template 31)
2. To confirm that the club:
 - Has appointed a Volunteer Coordinator
 - Has adopted role outlines for club volunteers
 - Provides volunteers with an club information pack
3. To upload club committee minutes that show adoption of the guidelines and policies outlined above

You can access the form by clicking here: [Online Accreditation – Section 5](#)

CLUBMARK ACCREDITATION

Once all five sections have been completed the ETTA will check through the documentation submitted and get back to you to confirm that Clubmark has been achieved or ask for further information if required.

We aim to review your submission within seven working days of all sections being completed.

CONTACT INFORMATION

For specific advice about your club and Clubmark accreditation please contact your Regional Development Manager.

For general advice about Clubmark accreditation or if you have any problems with the online forms or process please contact:

English Table Tennis Association
Email: admin@etta.co.uk
Tel: 08444 170900