

CLUB RESOURCE PACK

HELPING YOUR CLUB REACH NEW HEIGHTS





CONTENTS

Foreword	1
Acknowledgements	2
Introduction	3
Benefits of Clubmark NI Accreditation	
Using the Resource Pack	
Assessment Process	
Section 1: Effective Management	8
Section 2: Quality Coaching and Competition	14
Section 3: Safety in Sport	17
Section 4: Checklist	22
CD: Club Templates	27
1 Club Constitution	
2 Equity Policy Statement	
3 Including People with Disabilities in Your Club Guidelines	
4 Junior Club Membership Form	
5 Introductory Letter to Parents/Carers	
6 Club Partnership Form	
7 Club Development Plan	
8 Volunteer Policy Framework	
9 Role Description – Lead Coach	
10 Role Description – Assistant Coach	
11 Sample Session Planner for Coaches	
12 Safeguarding Policy	
13 Safeguarding Appendix Documents	
14 Club Framework for Safeguarding Standards in Sport	
15 Code of Conduct for Coaches and Volunteers	
16 Code of Conduct for Children and Young People	
17 Code of Expectations for Parents and Guardians	
18 Risk Assessment Form	
19 Accident and Incident Guidelines	
20 Accident Report Form	
21 Incident Report Form	
22 Session Attendance Register	
23 Summary Emergency Details Form	
24 Useful Contacts	
25 Useful Resources	
26 Clubmark NI Action Plan	



FOREWORD

I am delighted to introduce the Sport Northern Ireland Club Resource Pack - an essential document for any sports club designed to guide them through the Clubmark NI Programme.

Sports clubs play a fundamental and significant role in the development of sport in Northern Ireland. Clubs provide an outlet for young people to participate in sport; while also inspiring young athletes to develop their sporting skills and progress towards the early stages of talent development, and enabling them to experience competitive competition.

Quality sports clubs provide facilities for their participants to enjoy positive sporting experiences and environments where young athletes can be supported and encouraged to realise their full potential in their chosen sport. In the overwhelming majority of cases, these clubs are operated by enthusiastic and dedicated volunteers who perform a range of coaching, management and administration roles, as well as many others. We are indebted to our many volunteers in Northern Ireland sport.

The Clubmark NI Programme and the associated endorsed club accreditation schemes provide a consistent mark of quality which allows parents/carers and participants alike to identify clubs who have achieved minimum standards of quality in the areas of 'Effective Management', 'Quality Coaching and Competition' and 'Safety in Sport'. Although clubs will be accredited by various governing bodies or local authority schemes, the core generic criteria included within all Clubmark NI endorsed schemes ensure that all clubs accredited by these schemes have demonstrated that they meet identified minimum standards of quality.

The targeted outcome from the Clubmark NI Programme is being able to identify and recognise where children and young people can access quality sporting experiences, delivered in safe environments by well trained and enthusiastic volunteers in effectively managed sports clubs. There is no doubt that there are many such junior club environments within this region.

Brian Henning

Chair
Sport Northern Ireland

February 2013

ACKNOWLEDGEMENTS

Sport Northern Ireland would like to thank and acknowledge the following organisations for their assistance in the formation of the Clubmark NI Programme:

Child Protection in Sport Unit - NSPCC

Volunteer Now

Disability Sports Northern Ireland

Governing Bodies of Sport

Local Authorities

Area Sports Partnerships

Sports Clubs

Local Sports Advisory Councils

Knight Kavanagh and Page



INTRODUCTION

Clubmark NI is the quality standard for sports clubs which is awarded by licensed governing bodies and Local Authorities who are endorsed by Sport Northern Ireland. Accreditation is awarded to clubs who achieve the core Sport Northern Ireland minimum operating standards in three areas as well as any additional criteria outlined by the governing body or Local Authority. The three core criteria areas are:

Effective Management;

Quality Coaching and Competition; and

Safety in Sport.

To begin, clubs should register their interest on the Clubmark NI website (www.sportni.net/clubmarkni). Clubs affiliated to a Clubmark NI licensed governing body will work through the accreditation process with them. Clubs whose governing body do not have a scheme at present will be registered with their Local Authority if they have a licensed scheme.

BENEFITS OF CLUBMARK NI ACCREDITATION

Clubmark NI accreditation will provide both intrinsic and extrinsic benefits for sports clubs in Northern Ireland including:

Support and Guidance

The information contained within this Resource Pack, CD ROM and the online resources available at www.sportni.net/clubmarkni will provide information and guidance for sports clubs in relation to Effective Management, Quality Coaching and Competition, and Safety in Sport. This will be complemented by support and guidance from governing bodies and Local Authority sports development personnel.

Club Development

Working towards accreditation will assist clubs in adopting and implementing effective policies and procedures, to deliver relevant and appropriate opportunities for participation and development, and to provide a safe environment for young people to take part in sport. It will support the development of effective partnerships that will enhance the capacity of sports clubs. This will assist clubs to improve their sustainability and effectiveness.

Increasing Membership

By gaining accreditation, clubs will enhance their ability to recruit new members and to increase membership in relation to players, administrators, volunteers and coaches. Simultaneously, being recognised as a quality club provides reassurance for parents/guardians.

Developing Administrators, Coaches and Volunteers

Accreditation encourages clubs to identify and address the needs of administrators, coaches and volunteers. Identifying suitable policies, procedures and training opportunities will have a positive impact on the personal and professional development of individuals within the club.

Raising Club Profile

Accredited clubs will be listed on the Northern Ireland Quality Club Database on the Clubmark NI webpage (www.sportni.net/clubmarkni). This page will also feature case studies and videos of accredited clubs. Clubs will receive a framed certificate from Sport Northern Ireland to recognise their achievement.

Additional Benefits

- One free Sport Northern Ireland Coach Development and Education workshop for a group of up to 20 coaches. Sport Northern Ireland will deploy a Coach Educator to the club to deliver a coach development workshop from a choice of 16 available. These workshops normally cost between £220 and £340.
- A framed Clubmark NI Certificate will be presented to the club upon accreditation and the club will be invited to a Sport Northern Ireland presentation event.
- A large (3m x 1.5m) 'Clubmark NI Accredited Club' banner will be provided to the club to promote their status as a Clubmark NI accredited club.
- The Clubmark NI logo will be made available to all Clubmark NI accredited clubs in an electronic format to allow clubs to add this to their websites, letter heads or other club materials.

Governing Body and Local Authority Benefits

The governing body and/or Local Authority that clubs are linked to may offer additional benefits to clubs working towards or upon achieving accreditation. These will vary from organisation to organisation but may include increased support time from professional staff, priority booking of facilities or eligibility to apply for small grants.



USING THE RESOURCE PACK

This Resource Pack contains four sections as follows:

Section 1	Effective Management
Section 2	Quality Coaching and Competition
Section 3	Safety in Sport
Section 4	Check List

The first three sections contain important information in relation to the three key themes addressed in the programme, along with the relevant criteria to be addressed by sports clubs aiming to become Clubmark NI accredited.

Section 4 contains a checklist to measure your club's progress against the core minimum operating standards. Please remember that your governing body or Local Authority may have additional standards.

The CD ROM accompanying this resource contains a series of templates and guiding documents which provide further support and guidance for clubs in relation to the implementation of club policies and procedures. The majority of these documents can be tailored to suit your club's individual needs, if you do not have a suitable policy or document in place at present.

These templates are also available to download from **www.sportni.net/clubmarkni** along with a series of helpful support videos.

Ongoing support and advice will be available from your governing bodies of sport or Local Authority sports development personnel who may have their own support documents.

ASSESSMENT PROCESS

STAGE 1 – REGISTRATION

Your club should initially register for accreditation online at **www.sportni.net/clubmarkni**. These details will be passed to your licensed governing body or Local Authority. Alternatively you may be able to register directly through the governing body or Local Authority.

STAGE 2 – INTRODUCTORY MEETING

You will be invited to participate in an introductory meeting with the organisation to whom your club has applied to (i.e. licensed governing body or Local Authority.)

The introductory meeting will be used to assess the club in relation to the standards outlined, to provide advice and guidance in relation to the accreditation process, and to identify relevant actions to be undertaken by your club to achieve accreditation.

STAGE 3 – WORKING TOWARDS ACCREDITATION

Your club will work to achieve the standards outlined within the programme, using this Resource Pack and any additional support available from your governing body or Local Authority. Once your club has met all of the relevant criteria, the club will submit a portfolio to your licensed organisation, with the required evidence for assessment. If your club can demonstrate that it meets the Clubmark NI standards outlined and any additional standards of the assessing governing body or Local Authority, a club visit will be conducted. This process may vary slightly from organisation to organisation; check with your scheme operator for details.

STAGE 4 – CLUB VISIT

A qualified assessor from the licensed organisation will conduct a club visit to assess your club in action. Your club will receive prior notice of when the club visit will be conducted.

If your club can demonstrate that it meets the Clubmark NI standards outlined and any additional standards required by the assessing governing body or Local Authority, accreditation will be awarded.

STAGE 5 – ACCREDITATION

Once accredited, your club will be listed on the Northern Ireland Quality Club Database and will begin to enjoy the benefits associated with accreditation.

QUALITY ASSURANCE

Clubmark NI status is awarded to a club based on the club maintaining the standards it has displayed to the assessing organisation. Should a club not maintain these standards, Sport Northern Ireland reserves the right to rescind their accreditation.



ASSESSMENT PROCESS

EXTERNAL VERIFICATION

A sample of Clubmark NI assessments will be externally verified through re-assessment by an independent body appointed by Sport Northern Ireland.

VALIDITY OF ACCREDITATION

Clubmark NI status is awarded to a club for a maximum period of three years. However, clubs will be required to submit annual health checks to ensure that they are maintaining their high standards.

RE-ACCREDITATION

When your club reaches the end of your three year (maximum) accreditation period, in order to retain accreditation, you must apply to your licensed accreditation organisation (governing body or Local Authority) for re-accreditation. This application process will mirror the initial application process that you underwent to achieve the original accreditation and should be relatively simple for clubs who have maintained high standards.

SECTION 1: EFFECTIVE MANAGEMENT

Effective Management is a key characteristic of a successful sports club. Clubs that are managed effectively are more likely to be successful, characterised by openness and good communication, and compliance with effective and efficient policies and procedures. Well managed clubs will understand the importance of creating effective partnerships, will be committed to ongoing development, and will implement measures to ensure that the club will continue to progress and to retain quality standards. This section provides guidance on how to achieve effective management within the club setting.

1.1 INSURANCE

CRITERIA

- The club must hold adequate public liability insurance for all activities undertaken.

In the interest of administrators, coaches, volunteers and participants, the club has a responsibility to provide adequate insurance cover for all activities undertaken. The club must ensure that it holds sufficient public liability insurance for all activities, and must ensure that playing venues are also insured. For further information, please contact your governing body of sport or a reputable insurance broker.

1.2 AFFILIATION TO GOVERNING BODY OF SPORT

CRITERIA

- The club must be affiliated to the appropriate governing body of sport and adhere to their disciplinary procedures.

Governing bodies of sport are the parent bodies of individual sports and are responsible for managing and developing services for sport within designated geographical boundaries. Relevant duties relate to all levels of participation and performance within the sport and often include the management and delivery of coach training courses and the organisation of regional and national competitions. At a local level, governing bodies also provide guidance and support for clubs within the associated sport. There are obvious benefits associated with being affiliated to the governing body. For example, the club will have the opportunity to enter governing body competitions and to train and develop coaches and volunteers.



SECTION 1: EFFECTIVE MANAGEMENT

1.3 CLUB CONSTITUTION

CRITERIA

- The club must have an open and non discriminatory constitution.

The club constitution is fundamental to effective management. In order for sports clubs to be appropriately administered and regulated, a club constitution must be adopted. The constitution outlines governance procedures for the management and operation of the club. In many circumstances it is also a prerequisite of investment programmes.

The club constitution is a simple and basic document clarifying the club's procedures in relation to function, membership, committees, etc. A core theme within the constitution is 'inclusion'. The club constitution should not exclude any individual from becoming a member on discriminatory grounds.

Refer to Template 1 for further support.

1.4 SPORTS EQUITY AND INCLUSION

CRITERIA

The club must:

- Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability 'groups':
 - o People with physical disabilities
 - o People who are deaf or hard of hearing
 - o Blind and partially sighted people
 - o People with learning disabilities
- Include at least two points relating to the inclusion of people with disabilities within the club's development plan;
- Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities; and
- Have adopted and be compliant with an Equal Opportunities/Sports Equity Policy.

A key theme within the effective management of the club is that of sports ethics, the creation of a child-friendly club free from discrimination, inequality and unfair behaviour.

Sport Northern Ireland's definition states that:

"Sports equity represents fairness in sport, equality of access, recognising existing inequalities and taking steps to address them. It is about changing the ethos of sport at all levels, thus ensuring that sport is equally accessible to all members of society."

SECTION 1: EFFECTIVE MANAGEMENT

To demonstrate a commitment to equitable practices, all sports clubs should have adopted and be compliant with an Equity Policy Statement. To encourage a positive approach to equity throughout the club, it is recommended that coaches, administrators and volunteers attend relevant training on sports equity.

Sport Northern Ireland's 'Equity in Your Sport' workshop may provide a useful foundation for clubs to increase their awareness of the diversity of sport in Northern Ireland and how they can identify ways that their club can contribute to a more inclusive society.

Clubs should aim to include people with disabilities by proactively planning the inclusion of people with disabilities in all aspects of the club and take practical steps to bring about positive change. To do this clubs can take steps such as adopting a positive attitude about the inclusion of people with disabilities in the club, plan how people with disabilities can participate in club activities or pro-actively implement an inclusive club action plan. The 'Disability Inclusion Training' available from Disability Sports Northern Ireland (DSNI) provides useful guidance and support for clubs to form an inclusion action plan.

Refer to Templates 2 and 3 for further support.

1.5 JUNIOR MEMBERSHIP

CRITERIA

- The club must have a specific membership fee and pricing policy for children and young people, offering reduced rates.

To encourage young people to take part in sport, it is common practice within most clubs to adopt a membership fee and pricing policy specifically for junior members. This can help to eliminate the financial barriers encountered by many young people when seeking to join a sports club. It is also essential that the club have an appropriate membership form which includes parental/carer consent.

Refer to Template 4 for further support.

1.6 COMMUNICATION WITH PARENTS/GUARDIANS

CRITERIA

- The club must communicate with parents/guardians on an appropriate basis.

Parents/guardians play an important role within the club. In many instances, parents/guardians are club supporters, volunteers, officials, coaches and administrators. It is important for your club to recognise and respect the role of parents/guardians. Effective communication with parents/guardians is therefore an important consideration for your club. When a new member joins your club, it is good practice to make contact with parents/guardians. The introductory letter should let parents/guardians know about the club, how it operates, and the expectations placed on parents/guardians. Maintaining regular contact with parents/guardians will support effective communication and the development of trust and confidence.

Refer to Template 5 for further support.



SECTION 1: EFFECTIVE MANAGEMENT

1.7 EFFECTIVE PARTNERSHIPS

CRITERIA

The club must:

- Commit to having contact with at least one local school that encourages pupils to participate in club activities and communicate effectively with these schools about the club's activities within one year of becoming accredited; and
- Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).

To enhance the role and effectiveness of the club, it is important to establish, develop and sustain partnerships with external agencies. One such partner is local schools. Creating a partnership between your club and local schools will create continuity between school sport and the wider community. This is particularly important for the development of performance pathways and encouraging lifelong participation in sport. By developing school-club links, the club has the potential to increase awareness within the local community, to increase junior membership and to benefit from the use of school facilities, resources and expertise. Accreditation will reassure potential partner schools that the club operates appropriately delivering quality sport in safe and well managed environment. Club accreditation can often be the first step to setting up an effective school-club link.

The creation of partnerships with other organisations may also benefit the club, for example, the Local Authority. Local Authorities have members of staff with a designated responsibility for the development of sport and can assist clubs by:

- Keeping clubs informed about local sporting opportunities;
- Providing training opportunities for coaches, volunteers, officials and administrators;
- Providing support with funding opportunities;
- Providing funding opportunities;
- Creating school-club links;
- Developing links with other sports clubs and sports development programmes;
- Sourcing and providing access to facilities; and
- Assisting with writing Club Development Plans.

Refer to Template 6 for further support.

SECTION 1: EFFECTIVE MANAGEMENT

1.8 CLUB DEVELOPMENT PLANNING

CRITERIA

- Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section.

Club development plans identify the needs of your club and identify actions to address those needs. The club development plan should be easy to understand and must be retained as a 'working' document. Effective plans consist of SMART Goals – Specific, Measurable, Attainable, Realistic and Time-bound. It is important to review your club development plan, to measure your progress and to establish new goals that need to be achieved. Club development plans are also often a prerequisite of grant aid bodies and funding programmes.

The development of your plan should take the following questions into consideration:

- What are the aims and objectives of the club?
- What actions need to be carried out in order for the club to achieve the aims and objectives?
- Who will carry out the actions?
- When will it be done?
- What resources are required to complete the actions?

The plan should focus on all aspects of club development, not just coaching and competition. Other aspects that the club development plan may address include facilities and equipment, club promotion and publicity, administration and finance, volunteers and officials, governance and the social side of the club. This can help your club to identify and build on your strengths while simultaneously addressing and eliminating your weaknesses.

Your governing body development officer and/or local authority sports development unit should be able to support your club with writing a club development plan. Sport Northern Ireland's 'Junior Club Action Planning' workshop will also assist you to create an effective club development plan.

Refer to Template 7 for further support.



SECTION 1: EFFECTIVE MANAGEMENT

1.9 VOLUNTEER DEVELOPMENT

CRITERIA

The club must:

- Have adopted and implemented a volunteering policy which includes how the club recruit, support, train and recognise volunteers; and
- Ensure that all new staff and volunteers undergo an induction process that includes the club's structure and procedures.

Volunteer development is a vitally important area for sports clubs in Northern Ireland, who are mostly operated and developed by volunteers in a variety of role including administration, coaching and many others. Sport in Northern Ireland owes a lot to those who give their spare time to make things happen for their club. With this in mind it is important that clubs recruit, support, train and recognise their volunteers in a manner which supports and protects the volunteer and the organisation. In order to ensure that this is done in a structured and consistent way, a club volunteering policy should be used to detail how this will happen. The most important factor is that the club do not just have a policy, but take appropriate steps to fully implement it.

The key ingredients to a club volunteering policy are as follows:

- Recognition of the valuable contribution volunteers make to the club;
 - The clubs equity beliefs;
 - How the club will recruit, select and induct volunteers;
 - How club volunteers will be managed;
 - How club volunteers will be supported
- and what training opportunities will be available for volunteers (if any); and
- How volunteers will be recognised or rewarded and what expenses are available to volunteers (if any).

To assist clubs in developing their volunteering processes, Volunteer Now deliver a workshop entitled 'Creating Volunteer Champions' which provides practical guidance for clubs on the recruitment, retention, management, development, recognition and reward of sports volunteers. For information on these workshops contact Sport Northern Ireland. Guidance on developing volunteering policies has also been made available by Volunteer Now through their Volunteering Policy Framework.

Refer to Template 8 for further support.

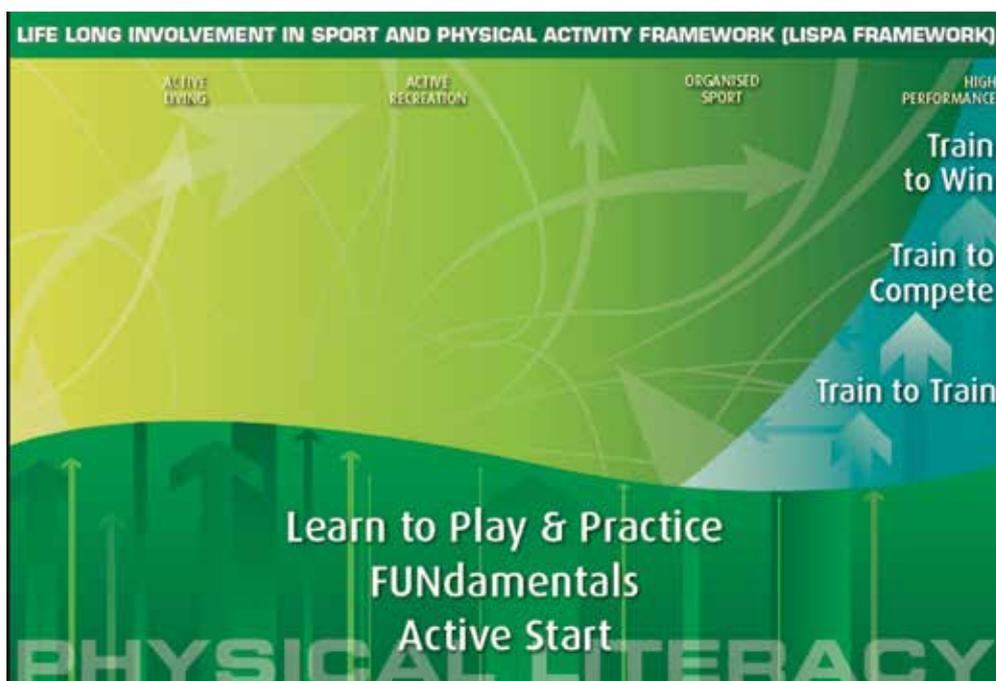
More information on volunteering is also available on the Volunteer Now website:

www.volunteernow.co.uk

SECTION 2: QUALITY COACHING AND COMPETITION

This section considers the importance of delivering a quality coaching and playing programme within your sports club. In order to do so, your club should be compliant with governing body guidelines. For example, the club must adopt suitable participant: coach ratios, coaches must hold appropriate qualifications and awards, and the coaching delivered must reflect the ability and development stage of participants.

To facilitate the development of children and young people, your club’s playing programme should consider the Lifelong Involvement in Sport and Physical Activity (LISPA) Framework. This model underpins the delivery of appropriate coaching and competition, and supports the creation of pathways to provide children and young people with opportunities to maximise their potential in any given sport or physical activity.



2.1 COACHES

CRITERIA

The club must:

- Employ and/or deploy suitably qualified coaches, in accordance with governing body guidelines within the junior sections; and
- Have role descriptions for coaches and volunteers outlining roles and responsibilities.



SECTION 2: QUALITY COACHING AND COMPETITION

Coaches play a key role in the creation of a suitable environment for coaching and competition, and in the design and delivery of an appropriate coaching programme. Therefore, coaches must hold appropriate qualifications and must be committed to continuous professional development. Coaches must also operate within the guidelines set by the club in relation to safeguarding children and young people, equity and Codes of Conduct. The club must therefore ensure that relevant policies are communicated to and are understood by coaches. The club must also have a process to obtain disclosures on all coaches and volunteers via Access NI, their governing body or another umbrella organisation, and must carry out checks accordingly. Coaches must also receive clear guidance in terms of their roles and responsibilities. Role descriptions for coaches will clarify the responsibilities and will support the effective and efficient management of your club.

Refer to Templates 9 and 10 for further support.

2.2 COACHING INSURANCE

CRITERIA

- The club must ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.

The dynamic nature of sport dictates that accidents can happen. As a coach, this is an important consideration. Coaches need to ensure that protection is provided for themselves and for participants in the event of an accident.

Consequently, coaches must hold professional indemnity insurance. Governing bodies are in a position to offer advice in relation to insurance. Further advice is also available from sports coach UK, who can provide insurance for qualified coaches in many sports.

2.3 COACHING SESSIONS

CRITERIA

The club must:

- Provide a structured coaching programme for children and young people, as determined by the governing body with progressive and inclusive sessions;
- Ensure that coach: participant ratios reflect governing body guidelines; and
- Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.

SECTION 2: QUALITY COACHING AND COMPETITION

Your club has a responsibility to ensure that qualified coaches deliver appropriate coaching in a safe setting.

One important implication associated with this responsibility relates to participant: coach ratios. The ratios will vary according to different sports, ages and abilities. However, your club must ensure that the ratios applied in coaching sessions reflect the governing body guidelines.

The club must also ensure that activities delivered within coaching sessions are relevant to the development stage and abilities of participants. Accordingly, coaches need to be aware of recommended activity appropriate to the development phase of participants, according to the governing body. Sport Northern Ireland deliver sports coach UK's 'Coaching Children and Young People' workshop which provides coaches with an insight into the developmental stage of children in sport and how to plan and deliver sessions to meet their needs. This may be of assistance to those planning and delivering coaching sessions for children and young people. A range of other childrens coach development workshops are available as organised by Sport Northern Ireland.

The coaching programme needs to be structured, taking competitions within your sport into account. For example, a minimum number of coaching sessions should be delivered per week and seasons throughout the playing season, in accordance with governing body guidelines.

The provision of competitive opportunities must also be incorporated within the coaching programme. Competition can be both intra club and inter club. To provide relevant and appropriate competitive structures, your club must consider governing body recommendations.

Refer to Template 11 for further support.

Sport Northern Ireland offer the following childrens' coach development workshops:

- How to coach children in sport
- Coaching Children and Young People
- Skills4Sport: Introduction to the FUNdamentals of Movement
- The FUNdamentals of Balance
- The FUNdamentals of Coordination
- The FUNdamentals of Agility
- Coaching the Whole Child : Positive Development Through Sport

It is possible to book any one of these courses as part of your benefits package upon gaining Clubmark NI accreditation. For more information on these workshops or to organise a course please visit www.sportni.net and search for coaching workshops.



SECTION 3: SAFETY IN SPORT

Your club has a commitment to provide appropriate and enjoyable sporting experiences in a safe environment. Considerations and actions to promote safety in sport must be fundamental to all of the activities undertaken by your club. Therefore, some of the relevant issues that your club must consider include:

- Safeguarding Children, Young People and Vulnerable Adults;
- Codes of Conduct;
- Venues and Equipment;
- First Aid;
- Accidents and Incidents; and
- Medical Records.

3.1 SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

CRITERIA

The club must:

- Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements;
- Be committed to ensuring that all club coaches and volunteers have attended or will attend Safeguarding Children and Young People in Sport Training (or training deemed equivalent by Sport Northern Ireland) within six months of taking up their role;
- Appoint a designated person for safeguarding and ensure that at least two club members have attended Designated Safeguarding Children's Officer Training (or training deemed equivalent by Sport Northern Ireland) including the appointed person;
- Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role; and
- Ensure that all coaches and volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system).

It is important that your club has adopted a suitable Safeguarding Policy. The policy must contain a number of essential elements including:

SECTION 3: SAFETY IN SPORT

- A written policy statement outlining the club's commitment to safeguarding children, young people and vulnerable adults;
- Guidelines relating to confidentiality;
- Codes of Conduct;
- Guidelines relating to activities;
- Guidelines relating to away days and residential;
- Guidelines relating to anti-bullying;
- Guidelines relating to recruitment and selection;
- Procedures for reporting allegations;
- Health and safety guidelines; and
- Plan for implementing safeguarding procedures.

In addition to the policy, your club will be required to demonstrate a commitment to providing training for coaches and volunteers. It is important that all club coaches and volunteers are aware of the relevant issues associated with safeguarding children, young people and vulnerable adults. Therefore, it is recommended that all coaches and volunteers attend a Safeguarding Children and Young People in Sport workshop. Your club must also appoint a Designated Safeguarding Children's Officer, and must provide access to training accordingly.

Clubs rely heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in sport would not exist. When Clubmark NI refers to safe recruitment procedures we are expecting clubs to:

- Define the role the individual is applying for (job/role specification).
- Insist that a person applying for any post of responsibility within the club complete the relevant sports application form.
- Obtaining two references in writing, (the request for references will only be sought for preferred applicants).
- Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable the club request an Access NI check (proof of identity MUST also be provided). Clubs should consult their governing body for further information on this process.
- Setting a probationary period (six months for staff or long-term volunteers).
- Interviewing the individual either formally or informally by two designated members (positions to be identified by the sport):
 - Assessing the individual's experience of working with children or young people and knowledge of safeguarding issues; and
 - Assessing their commitment to promoting good practice; and
 - Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.
- Ensuring that the Management committee ratifies appointments.

For further detailed information on Access NI please visit www.accessni.gov.uk

Refer to Templates 12, 13 and 14 for further support.



SECTION 3: SAFETY IN SPORT

3.2 CODES OF CONDUCT

CRITERIA

The club must:

- Have adopted a Code of Conduct for coaches and volunteers;
- Have adopted a Code of Conduct for children and young people; and
- Have adopted a Code of Expectations for parents/guardians.

It is important that all people associated with club activities abide by the standards expected by your club. Codes of Conduct ensure that people in a position of responsibility are aware of what is expected of them, and set parameters for appropriate behaviour. Codes of Conduct outline roles and responsibilities of individuals, and reaffirm your club's commitment of providing safe and enjoyable opportunities for participation in sport. Therefore, it is essential that Codes of Conduct are in place for coaches and volunteers, children and young people, and parents/guardians.

Refer to Templates 15, 16 and 17 for further support.

3.3 VENUES AND EQUIPMENT

CRITERIA

- The club must ensure that venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.

Your club has a responsibility to ensure that venues and equipment being used during coaching and competition sessions are safe, fit for purpose and appropriate for the user/s. The most effective method of providing quality assurance in relation to this issue is to conduct a risk assessment. Risk assessment provides an opportunity to minimise the risk of accidents and incidents by ensuring that potential hazards are identified and relevant actions are taken accordingly. It is good practice to carry out a risk assessment prior to all coaching and competition sessions.

Refer to Template 18 for further information.

SECTION 3: SAFETY IN SPORT

3.4 FIRST AID

CRITERIA

- The club must provide access to qualified¹ first aid at all coaching and competition sessions.

Due to the physical and active nature of many sports, accidents and incidents are often unavoidable irrespective of the actions undertaken to prevent such occurrences.

Therefore, a qualified first aider must be present at all coaching and competition sessions. It is recommended that clubs play an active role in the provision of opportunities for club members to attend recognised first aid training. First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication; casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; and unconscious casualty.

The club must also provide one or more first aid kits as appropriate to ensure that first aid equipment is available at all coaching and competition sessions.

3.5 ACCIDENTS AND INCIDENTS

CRITERIA

- The club must have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.

It is good practice to adopt and implement procedures for recording information about accidents and incidents that take place within your club setting. This information will highlight the cause of accidents and incidents, identifying actions to be undertaken to eliminate such occurrences in the future. It will also highlight the club's commitment to the safety of children and young people, and will document actions undertaken by the club, should this information ever be required.

Refer to Templates 19, 20 and 21 for further support.

¹ First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; and unconscious casualty.



SECTION 3: SAFETY IN SPORT

3.6 ATTENDANCE AND MEDICAL RECORDS

CRITERIA

The club must:

- Hold an attendance register at all coaching and competition sessions;
- Hold contact details of parents/guardians and emergency contacts;
- Hold information on any medical conditions of children and young people, and communicate the details on a need to know basis; and
- Have parental/guardian's written consent for their young person to participate in the activity.

The maintenance of records will support many benefits within your club. The relevant coach or team manager should maintain an attendance register at all coaching and competition sessions. Therefore, the club will have a record of children and young people present at a particular session, should this information be requested.

The coach or manager should also possess details on individual participants including important medical information, home address and contact telephone numbers, and contact details for parents/guardians and emergency contacts. Medical information can be obtained from an effective club membership form.

Refer to Templates 4, 22 and 23 for further support.

In exceptional circumstances Sport Northern Ireland reserves the right to alter the identified criteria.

SECTION 4: CLUBMARK NI CRITERIA CHECKLIST

EFFECTIVE MANAGEMENT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Hold adequate public liability insurance for all activities undertaken.	<input type="checkbox"/> Copy of certificate or explanation of cover if through governing body affiliation.	<ul style="list-style-type: none"> Seek information from governing body or a reputable insurance provider. 	CSF
Be affiliated to the appropriate governing body of sport and adhere to their disciplinary procedures.	<input type="checkbox"/> Copy of affiliation letter/affiliation number. Or <input type="checkbox"/> Correspondence confirming affiliation from governing body.	<ul style="list-style-type: none"> Sport NI Website list of governing bodies Governing body 	CSF
Have an open and non discriminatory constitution.	<input type="checkbox"/> Copy of constitution, which must be signed and dated by at least the club Chairperson and Secretary. <input type="checkbox"/> Copy of committee minutes adopting latest version of constitution.	<ul style="list-style-type: none"> Clubmark NI Resource 1 	CSF
Have explored how people with disabilities could be included in your sport, taking particular account of the four main disability 'groups': <ul style="list-style-type: none"> People with physical disabilities People who are deaf or hard of hearing Blind and partially sighted people People with learning disabilities 	<input type="checkbox"/> Provide certificate of attendance at DSNI's Disability Inclusion Training Course and submit a completed copy of the participant course action plan which should demonstrate how the four main disability groups could be included in your club. Or <input type="checkbox"/> Provide a copy of a club action plan which investigates how the four main disability groups could be included in your club. Or <input type="checkbox"/> Provide meeting notes/email correspondence of discussions with DSNI/governing body/ other relevant organisations on the inclusion of the four main disability groups in your club.	<ul style="list-style-type: none"> Clubmark NI Resource 3 DSNI 'Disability Inclusion Training' Course 	CSF CV
Include at least two points relating to the inclusion of people with disabilities within the club's development plan.	<input type="checkbox"/> Provide a copy of your clubs development plan highlighting the points relating to the inclusion of people with disabilities.	<ul style="list-style-type: none"> Clubmark NI Resources 3 and 7 	CSF



SECTION 4: CLUBMARK NI CRITERIA

EFFECTIVE MANAGEMENT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities.	<input type="checkbox"/> Club facility access audit and action plan.	<ul style="list-style-type: none"> • Clubmark NI Resource 3 	<p>CSF</p> <p>CV</p>
Have adopted and be compliant with an Equal Opportunities/ Sports Equity Policy.	<input type="checkbox"/> Copy of signed and dated equity statement/policy. <input type="checkbox"/> Details of how this policy has been implemented.	<ul style="list-style-type: none"> • Clubmark NI Resource 2 • Governing body equity policy 	<p>CSF</p> <p>CV</p>
Have a specific membership fee and pricing policy specific for children and young people offering reduced rates.	<input type="checkbox"/> Copy of club's pricing details e.g. pricing policy/membership forms/ membership packages or categories.		<p>CSF</p> <p>CV</p>
Communicate with parents/ guardians on an appropriate basis.	<input type="checkbox"/> Examples of communication e.g. letters, newsletters, website, new members pack, etc. – dated.	<ul style="list-style-type: none"> • Clubmark NI Resource 5 	<p>CSF</p> <p>CV</p>
Commit to having contact with at least one local school that encourages pupils to participate in club activities and communicate effectively with this school about the club's activities within one year of becoming accredited.	<input type="checkbox"/> Details of how the club will do this and which school/s they will target for this.	<ul style="list-style-type: none"> • Clubmark NI Resource 6 	<p>CSF</p>
Have regular contact with the relevant Local Authority sports development personnel (e.g. membership of the local sports advisory council).	<input type="checkbox"/> Names and contact details of Local Authority Sports Development Contact. <input type="checkbox"/> Copies of correspondence. <input type="checkbox"/> Club directories and other documentation produced by these organisations giving details of the club.	<ul style="list-style-type: none"> • Clubmark NI Resource 24 	<p>CSF</p>

SECTION 4: CLUBMARK NI CRITERIA

EFFECTIVE MANAGEMENT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section.	<input type="checkbox"/> Copy of action/development plan, including detailed information on planned actions and review. Development plan should be broken down into sections, e.g. coaches, members, facility, equipment, committee, etc.	<ul style="list-style-type: none"> • Clubmark NI Resource 7 • Sport NI 'Junior Club Action Planning' workshop 	<p>CSF</p> <p>CV</p>
Have adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers.	<input type="checkbox"/> Copy of the club volunteering policy. <input type="checkbox"/> Details of how the club have implemented this policy.	<ul style="list-style-type: none"> • Clubmark NI Resource 8 • Volunteer Now website • 'Volunteer Champions' workshop 	<p>CSF</p> <p>CV</p>
Ensure that all new staff and volunteers undergo an induction process that includes the clubs structure and procedures.	<input type="checkbox"/> Documentation which demonstrates the clubs induction process for new coaches and volunteers.	<ul style="list-style-type: none"> • CPSU/ NSPCC website • Volunteer Now website • 'Volunteer Champions' workshop 	<p>CSF</p> <p>CV</p>



SECTION 4: CLUBMARK NI CRITERIA

QUALITY COACHING AND COMPETITION

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Employ and/or deploy suitably qualified coaches in accordance with governing body guidelines within the junior club.	<input type="checkbox"/> Details of junior coach/es qualification/s. Copy of coach/es qualification/s certificates	<ul style="list-style-type: none"> Governing body Coach Education Courses/Qualifications Sport NI Coach Education workshops 	<p>CSF</p> <p>CV</p>
Have role descriptions for coaches and volunteers outlining roles and responsibilities.	<input type="checkbox"/> Copy of role descriptions for various club roles, signed and dated by each coach or volunteer.	<ul style="list-style-type: none"> Clubmark NI Resources 9 and 10 	<p>CSF</p> <p>CV</p>
Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken.	<input type="checkbox"/> Copy of professional indemnity insurance for each coach for all activities undertaken. <input type="checkbox"/> In cases where coaching insurance is included as part of membership of an organisation or covered by club/governing body this should be documented and the relevant correspondence/certificates included to evidence this.	<ul style="list-style-type: none"> Reputable insurance provider Governing body Other reputable coaching insurance provider 	<p>CSF</p> <p>CV</p>
Provide a structured coaching programme for children and young people, as determined by the governing body, with progressive and inclusive sessions.	<input type="checkbox"/> Documentation detailing the clubs coaching programme for children and young people.	<ul style="list-style-type: none"> Governing body guidance for coaching programmes for children and young people (if available) Sport NI Childrens' Coaching workshop Clubmark NI Resource 11 	<p>CSF</p> <p>CV</p>

SECTION 4: CLUBMARK NI CRITERIA

QUALITY COACHING AND COMPETITION

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Ensure that coach: participant ratios reflect the governing body guidelines.	<input type="checkbox"/> Documentation detailing the clubs coach: participant ratio's within the junior club/section.	<ul style="list-style-type: none"> Governing body guidelines 	<p>CSF</p> <p>CV</p>
Provide suitable intra and/or inter club competition, in accordance with governing body guidelines.	<input type="checkbox"/> Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements of their junior section/club.	<ul style="list-style-type: none"> Governing body guidelines (if available) 	<p>CSF</p> <p>CV</p>

SECTION 4: CLUBMARK NI CRITERIA

SAFETY IN SPORT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with governing body requirements.	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of the club's policy, signed and dated by Chairperson and other relevant committee members. <input type="checkbox"/> Details and evidence of how the policy is being communicated within the club. <input type="checkbox"/> Copy of committee minutes adopting the policy. <input type="checkbox"/> Other evidence of implementation, i.e. other documents which refer to the policy. 	<ul style="list-style-type: none"> • Governing body Safeguarding policy • CPSU website • Clubmark NI Resource 12 and 13 	<p>CSF</p> <p>CV</p>
Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding Children and Young People in Sport - Awareness Training within six months of taking up their role (or training deemed as equivalent by Sport Northern Ireland).	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people undertake Safeguarding training within six month of beginning their role. <input type="checkbox"/> Copy of certificate of attendance for Safeguarding in Sport workshop. 	<ul style="list-style-type: none"> • Sport NI Safeguarding Children and Young People Sport in Sport Awareness Training workshop 	<p>CSF</p> <p>CV</p>
Appoint a designated person for safeguarding/child welfare officer and ensure that at least two club members have attended 'Designated Safeguarding Children's Officer' training at least once every three years (or training deemed equivalent by Sport Northern Ireland) including the appointed person;	<ul style="list-style-type: none"> <input type="checkbox"/> Name appointed designated person, demonstrate and submit copies of certificates of attendance for 'Designated Safeguarding Children's Officer' training workshop (x2). 	<ul style="list-style-type: none"> • Sport NI Designated Safeguarding Children's Officer Training workshop 	<p>CSF</p> <p>CV</p>
Ensure that club members and parents/guardians are aware of who the designated person for safeguarding is and their role.	<ul style="list-style-type: none"> <input type="checkbox"/> Details of how this is communicated to members and parents/guardians. <input type="checkbox"/> Copies of correspondence or other communication materials which demonstrate this. 		<p>CSF</p> <p>CV</p>

SECTION 4: CLUBMARK NI CRITERIA

SAFETY IN SPORT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Ensure that all coaches and volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI (or an equivalent system).	<input type="checkbox"/> Copy of recruitment, induction of training procedures which document how all coaching and volunteers working with children and young people are subject to Enhanced Disclosures via Access NI. <input type="checkbox"/> Documentation from clubs Access NI administration body (e.g. governing body) which demonstrate that the club are compliant with this criteria.	<ul style="list-style-type: none"> Governing body Access NI website CPSU website 	<p>CSF</p> <p>CV</p>
Have adopted a Code of Conduct for coaches and volunteers.	<input type="checkbox"/> Copy of Codes of Conduct. <input type="checkbox"/> Details of how this is communicated to coaches and volunteers. <input type="checkbox"/> Copy of committee minutes adopting this Code of Conduct.	<ul style="list-style-type: none"> Clubmark NI Resource 15 	<p>CSF</p> <p>CV</p>
Have adopted a Code of Conduct for children and young people.	<input type="checkbox"/> Copy of codes of expectations. <input type="checkbox"/> Details of how this is communicated to parents/guardians. <input type="checkbox"/> Copy of committee minutes adopting this Code of Expectations.	<ul style="list-style-type: none"> Clubmark NI Resource 16 	<p>CSF</p> <p>CV</p>
Have adopted a Code of Expectations for parents/guardians.	<input type="checkbox"/> Copy of Codes of Conduct /rules. <input type="checkbox"/> Details of how this is communicated to children and young people and parents /guardians. <input type="checkbox"/> Copy of committee minutes adopting this Code of Conduct.	<ul style="list-style-type: none"> Clubmark NI Resource 17 	<p>CSF</p> <p>CV</p>



SECTION 4: CLUBMARK NI CRITERIA

SAFETY IN SPORT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Ensure that all venues and equipment are safe at all coaching and competition sessions, meeting governing body requirements where they exist.	<input type="checkbox"/> Copy of risk assessments for all club venues. <input type="checkbox"/> Details on how club facilities and equipment meet governing body guidelines (if applicable)	<ul style="list-style-type: none"> • Clubmark NI Resource 17 • Governing body guidelines (if available) • Sport NI 'Coaching Sport Safely' workshop 	<p>CSF</p> <p>CV</p>
Provide access to qualified First Aid at all coaching and competition sessions.	<input type="checkbox"/> Detail how club provide qualified' First Aid at all coaching and competition sessions including naming club First Aider/s if relevant. <input type="checkbox"/> Copy of First Aid qualification certificate/s.	<ul style="list-style-type: none"> • St John's Ambulance • British Red Cross • Other reputable First Aid training providers 	<p>CSF</p> <p>CV</p>
Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents.	<input type="checkbox"/> Copy of clubs procedures and pro-forma for managing and recording accidents and incidents.	<ul style="list-style-type: none"> • Clubmark NI Resources 18, 19, 20 and 21 	<p>CSF</p> <p>CV</p>
Hold an attendance register at all coaching and competition sessions.	<input type="checkbox"/> Copy of the register taking at all coach and competition sessions (this may be a blank version).	<ul style="list-style-type: none"> • Clubmark NI Resource 22 	<p>CSF</p> <p>CV</p>
Hold contact details of parents/guardians and emergency contacts.	<input type="checkbox"/> Detail how the club holds the contact details of parents/guardians and emergency contacts. <input type="checkbox"/> Copy of parents/guardians and emergency contacts form or membership form which records parents/guardians and emergency contacts.	<ul style="list-style-type: none"> • Clubmark NI Resource 4 	<p>CSF</p> <p>CV</p>

SECTION 4: CLUBMARK NI CRITERIA

SAFETY IN SPORT

CSF Club Support Folder

CV Club Visit

Criteria	Supporting Evidence	Support Available	Assessment Method/s
Hold information on any medical conditions of children and young people, and communicate the details on a need to know basis.	<input type="checkbox"/> Detail how the club holds the contact details on any medical conditions of children and young people on a need to know basis. <input type="checkbox"/> Copy of medical information form or membership form which records medical information.	<ul style="list-style-type: none"> • Clubmark NI 4 	<p>CSF</p> <p>CV</p>
Have parental/guardian's written consent for their young person to participate in the activity.	<input type="checkbox"/> Copy of consent form or membership form which requests written consent.	<ul style="list-style-type: none"> • Clubmark NI Resource 4 	<p>CSF</p> <p>CV</p>

Print off the Clubmark NI Action Plan (available on the CD Resource) and use this check list to create a specific action plan for your club.

¹ First Aid qualifications should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; and unconscious casualty.

In exceptional circumstances Sport Northern Ireland reserve the right to alter the identified criteria.



USEFUL CONTACTS LIST

Sport Northern Ireland

Simon Toole – Performance Consultant (Coaching and Clubs)	028 9038 3860
Noleen Lennon – Development Assistant (Club Development)	028 9038 3856
Conor Cunning – Development Assistant (Coach Education Workshops)	028 9038 3809
Website: www.sportni.net/clubmarkni	E-mail: clubmarkni@sportni.net

Sports Coach UK

Website: www.sportscoachuk.org	Telephone: 0113 274 4802
E-mail: coaching@sportscoachuk.org	Fax: 0113 275 5019

Coaching Ireland

Website: www.coachingireland.com	Telephone: +353 61 202895
Email: info@coachingireland.com	Fax: +353 61 202868

Local Councils

Antrim Borough Council	028 9446 3113
Ards Borough Council	028 9182 4000
Armagh City and District Council	028 3752 9600
Ballymena District Council	0844 544 7640
Ballymoney Borough Council	028 2766 0200
Banbridge District Council	028 4066 0600
Belfast City Council	028 9032 0202
Carrickfergus Borough Council	028 9335 8000
Castlereagh Borough Council	028 9049 4500
Coleraine Borough Council	028 7034 7034
Cookstown District Council	028 8676 2205
Craigavon Borough Council	028 3831 2400
Derry City Council	028 7136 5151
Down District Council	028 4461 0800
Dungannon and South Tyrone Borough Council	028 8772 0300
Fermanagh District Council	028 6632 5050
Larne Borough Council	028 2827 2313
Limavady Borough Council	028 7772 2226
Lisburn City Council	028 9250 9250
Magherafelt District Council	028 7939 7979
Moyle District Council	028 2076 2225
Newry and Mourne District Council	028 3031 3031
Newtownabbey Borough Council	028 9034 0000
North Down Borough Council	028 9127 0371
Omagh District Council	028 8224 5321
Strabane District Council	028 7138 2204

USEFUL CONTACTS LIST

Southern Sports Partnership

Alan Curran	028 3831 4470
E-mail: Alan.Curran@selb.org	www.southernsports.co.uk

NSPCC Child Protection in Sport Unit

Paul Stephenson	0844 892 0281
E-mail: pstephenson@NSPCC.org.uk	www.thecpsu.org.uk

Health and Social Care Trusts

Each trust will have a Gateway team to deal with reports of abuse and also more local contacts for ongoing professional liaison for advice on concerns.

Northern HSC Trust	Tel: 0300 123 4333
Out of hours	028 9024 6400
South Eastern HSC Trust	Tel: 0300 100 0300
Out of hours	028 9056 5444
Southern HSC Trust	Tel: 0800 783 7745
Out of hours	028 3833 4444
Belfast HSC Trust	Tel: 028 9050 7000
Out of hours	028 9056 5444
Western HSC Trust	Tel: 028 7131 4090
Out of hours	028 7134 5171

First Aid Contacts

St John Ambulance	0870 010 4950
British Red Cross	028 9024 6400

Disability Sports Northern Ireland

Disability Sports NI	028 9038 7062
E-mail: email@dsni.co.uk	www.dsni.co.uk

Volunteer Now

Volunteer Now	028 9023 2020
E-mail: info@volunteernow.co.uk	www.volunteernow.co.uk

Equality Commission

Equality Commission	028 9089 0890
E-mail: information@equalityni.org	www.equalityni.org



USEFUL CONTACTS LIST

General Contacts

Access Northern Ireland 028 9025 9100	www.accessni.gov.uk E-mail: accessni@ani.x.gsi.gov.uk
Behaviour Management	www.parenting-ed.org
Booster Seat Legislation	www.thinkroadsafety.gov.uk/advice/seatbelts.htm
Bullying	www.kidscape.org.uk www.bullying.co.uk
Child Exploitation Online Protection	www.ceop.gov.uk
Childline (Northern Ireland) 0800 1111	www.childline.org.uk
Counselling for Young People Contact – 028 9074 4499	www.contactni.com
Domestic Violence	www.womensaid.org.uk
Drugs and Alcohol	www.contactyouth.org
First Aid	www.sja.org.uk
Health	www.kidsallergies.co.uk
Internet Safety	www.iwf.org.uk
Independent Safeguarding Authority NI Safeguarding Vulnerable Groups Team 028 9052 8232 www.dhsspsni.gov.uk/svg	www.isa-gov.org Dedicated call centre 01325 953 795 which is open 8.30am to 5.30pm weekdays.
NI Commissioner for Children and Young People	www.niccy.org
NSPCC Helpline 0808 800 5000 (Northern Ireland Office 0203 222 4200)	www.nspcc.org.uk
Parents Advice	www.parentsadvicecentre.org
Police (Public Protection Units)	Tel: Police Exchange 028 9065 0222
Special Education Needs	www.throughtheroof.org
Sport Northern Ireland 028 9038 1222	www.sportni.net
Suicide and self-harm	Lifeline 0808 808 8000 www.pjpsproject.com www.samaritans.org

NOTES



NOTES

This document is available
in other accessible formats
on request, and online at
www.sportni.net

Published: February 2013

Sport Northern Ireland
House of Sport
2a Upper Malone Road
Belfast BT9 5LA

T: (028) 9038 1222
E: info@sportni.net
W: www.sportni.net

