



# Plymouth City Council Sports Development Unit Club Accreditation Scheme



Name of Club: .....

Sport: .....

Club contact name: .....

Position in club: .....

Address: .....

..... Postcode: .....

Daytime Tel: ..... Evening Tel: .....

Mobile Tel: .....

Email: .....

Website: .....

## Official use only

Good Practice Accreditation      Awarded on (date) ..... signed .....

Club Development Accreditation      Awarded on (date) ..... signed .....

Sports Development Unit  
Plymouth City Council  
Plymouth PL1 2AA

Tel: 01752 307008  
Fax: 01752 307040

Email: [sportsdevelopment@plymouth.gov.uk](mailto:sportsdevelopment@plymouth.gov.uk)  
[www.plymouth.gov.uk/sportsdevelopment](http://www.plymouth.gov.uk/sportsdevelopment)



## Membership Details

Please indicate your clubs current membership under the following headings:

|                           |         | Able-bodied | Disabled |
|---------------------------|---------|-------------|----------|
| Juniors<br>Up to 18 years | Boys    |             |          |
|                           | Girls   |             |          |
| Adults<br>19 to 55 years  | Males   |             |          |
|                           | Females |             |          |
| Adults<br>Over 55 years   | Males   |             |          |
|                           | Females |             |          |

**How does your club charge for its services (please tick appropriate box)**

|  |  |
|--|--|
| A one off membership and then free to attend 'whenever'                              |  |
| A yearly membership subscription with members paying a fee per club activity/session |  |
| No membership fee with members paying a fee per club activity/session                |  |
| Other (please state below)   |  |

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**Please indicate your clubs current membership and activity/session fees**

|            | Membership fee | Club activity/Session fee |
|------------|----------------|---------------------------|
| Adults     |                |                           |
| Juniors    |                |                           |
| Family     |                |                           |
| Student    |                |                           |
| Unemployed |                |                           |

**Does your club offer any other categories of membership or concession, if so please state:**

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# 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. A copy of your club constitution, to include details of:<br><i>Aims and objectives</i><br><i>Membership details</i><br><i>Membership fees</i><br><i>Officers of the club</i><br><i>Committee structure</i><br><i>Discipline and appeals procedures</i><br><i>Dissolution</i> |                                  |                 |
| 2. A copy of the minutes from your clubs last AGM   |                                  |                 |
| 3. Your club bank account details, plus names of current signatories  |                                  |                 |
| 4. A copy of your club's Public Liability Insurance (to the minimum of £2million)   |                                  |                 |
| 5. A copy of your club's equity policy  |                                  |                 |
| 6. A copy of your club's code of conduct for: Coaches, officials, volunteers and players  |                                  |                 |
| 7. Proof of your affiliation to NGB (National Governing Body) for example: Affiliation number   |                                  |                 |
| 8. Details of coach qualifications -<br><i>Please complete section 1 on Form A and provide copies of all certificates</i>   |                                  |                 |
| 9. Details of Child Protection officers -<br><i>Please complete section 2 on Form A and provide certificates of attendance</i>  |                                  |                 |
| 10. A copy of your club Child Protection Policy and Procedures  |                                  |                 |
| 11. A copy of your club Child Protection Policy and Procedures for checking the suitability of adults in charge of children   |                                  |                 |
| 12. A copy of your club's appointed First Aid person's including First Aid Certificates   |                                  |                 |
| 13. A copy of your club's registration form   |                                  |                 |
| 14. A copy of your club's welcome letter including training dates and times, membership fees and club contacts  |                                  |                 |