



CAMANACHD  
ASSOCIATION  
COMANN NA CAMANACHD

THE GOVERNING  
BODY FOR SHINTY

## *Camanachd Association Clubmark Accreditation Scheme 2018*



*Shinty – more than a game!™*

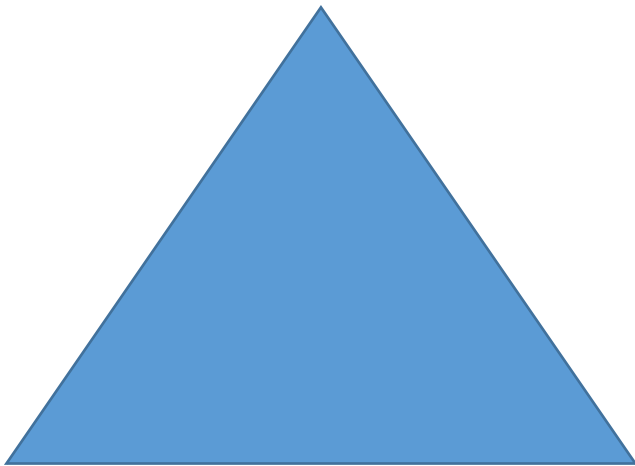


## *Camanachd Association*

### *Clubmark Accreditation Scheme*

The Camanachd Association recognise the crucial role shinty clubs can play, within their communities, in increasing participation and developing performance by providing quality opportunities for people of all ages. This is not possible without the dedication, skill and hard work of volunteers throughout the sport.

The Clubmark Accreditation Scheme is aligned to the 6 Priority areas in the sportscotland Club and Communities framework and has been designed to support clubs and volunteers who have ambitions to be the best they can be in fulfilling the above role. All clubs have to affiliate to the Camanachd Association and complete the Foundation Level. They can then progress towards achieving the various higher levels in the accreditation scheme.



***Gold***

***Silver***

***Bronze***

***Foundation***

#### **Key Aims for Clubs**

- Develop and improve safe, effective and friendly club environments for players, coaches, officials, volunteers and supporters based on good practice.
- Encourage lifelong participation through sustainable club development and pathways closely linked with their community.

## **Club & Communities Framework: World Class Club and Community organisations - 6 priority areas**

**1) Organised.** Have a diverse committee that meets regularly – have a clear vision of who they are and what they aim to achieve – have an appropriate legal structure that suits their needs – utilise local and national data – take a long term, planned approach to their development – have a good governance with clear policies and procedures – ensure the wellbeing, safety and protection of all participants – focus on the quality of what they offer their members – ensure coaches are coaching, not administering - ensure everyone involved is clear on their role and responsibilities.

**2) Sustainable.** Clubs who: have sound financial management – develop in a way that allows them to operate within their means – are clear about the support available to them and how to access it – receive investment because they have a plan to improve – understand the needs of their wider community and are clear on the contribution they make – reflect on their work and aspire to continuous improvement – plan for succession in key roles, such as leaders, coaches and volunteers.

**3) Connected.** Clubs who: are welcoming places that bring the community together – offer pathways to help people participate and progress in sport – provide recreational opportunities for participants, where appropriate – work in partnership with their governing body to understand and support their needs – actively engage in partnership working to achieve common goals – have strong partnerships with local schools – work collectively with other sports clubs where appropriate – use their expertise, where appropriate, to contribute to sport for change

**4) People.** Clubs who are: inclusive, open to everyone in their community and aim to attract under-represented groups – seek to understand the needs of all their members/participants – take a planned approach to the recruitment, development and retention of their volunteers and/or employees – have leaders with the skills and knowledge to run their organisation – have coaches with the skills and knowledge to meet the participants' needs – have volunteers with the skills to fulfil their role – empower and support young people as leaders where appropriate.

**5) Places.** Clubs who: engage with their members and the local community to understand their facility needs - develop realistic facility plans that are part of their overall development plan – are creative and willing to work with others to ensure their facility/environment needs are met in a sustainable way – ensure that their facilities are accessible, inclusive and affordable to everyone.

**6) Profile.** Clubs who: understand their audiences and communicate through the right channels at the right time – provide accessible information about the opportunities they offer participants, coaches and administrators – work with local partners to help promote their activities – communicate their successes, efforts and the impact they have on their community – evidence inclusion and diversity of under-represented groups – have an up to date online presence – identify, share and reward best practice.



## **The Accreditation Process**

- Clubs will be guided and supported through the process by a designated member of the Camanachd Association Development Team.
- A suite of tools, templates and support information will be available to assist in the development of an individual Club Handbook and Action Plan containing accurate details on the current status and proposed development plans.
- Once clubs have achieved an agreed accreditation level this will be recorded, promoted and rewarded.
- An annual review will be supported by the designated member of the Development Team.



# ***FOUNDATION LEVEL***

**Clubs will require to demonstrate they comply with the minimum operating requirements to ensure a safe standard for participation.**

- Complete the annual Camanachd Association (CA) Affiliation Form and/or agree to abide by the CA Bye Laws and Policies.
- Payment of Affiliation fee and Public Liability Insurance.
- Office Bearers and contact details identified: Chairperson – Secretary – Treasurer. The club has an AGM.
- The club has a current constitution and a bank account that requires 2 signatories.
- The club has a minimum of 1 team.
- The Club agree an Annual Action Plan by April with their Development Team contact.
- All players/coaches registered, with full personal and contact details, and covered by CA individual insurance.
- The club has access to a pitch that meets the minimum requirements of the Camanachd Association.
- Child Protection Officer/Health & Wellbeing Officer who has completed current training and ensures the Club has appropriate Policies in place which are promoted throughout the club.
- A minimum of 1 identified Coach who has a current Foundation qualification and is PVG certified.
- The team has an approved and complete First Aid kit.



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# ***BRONZE LEVEL***

**Clubs will require to demonstrate a commitment to an annual development & marketing Action Plan that will ensure sustainable participation into the future**

- The club has achieved the FOUNDATION LEVEL within the past year and/or continues to meet the minimum operating requirements.
- The club has a 'Welcome Pack' for new members
- The club has access to regular facilities for training on which an annual risk assessment has been completed.
- The club has sustainable access to a pitch that meets the minimum requirements of the Camanachd Association and on which an annual risk assessment has been completed.
- The club has a minimum of two teams.
- The club has a completed and signed parental consent & medical consent forms, compliant with Data Protection regulations, for each registered under 18 player.
- A minimum of 1 identified Coach who has a current UKCC Level 1 qualification and is PVG certified for each team.
- The club is affiliated to an appropriate local Sports Council where applicable.
- Additional Office Bearers and contact details identified: Fundraising – Medical (First Aid & Concussion) – Facilities (Health & Safety). The club has regular committee meetings.
- All Office Bearers have a role descriptor and have undertaken initial induction training for their position.
- Each team has an approved and complete First Aid kit plus an identified First Aider who has completed initial training.
- Each team has an identified regularly active Goal Judge.
- The club has a minimum of 1 Referee willing to train towards a Foundation qualification who will referee a minimum of 10 games annually.



# SILVER LEVEL

**Clubs will require to demonstrate a commitment to a two year development & marketing plan that will ensure increased participation and improved performance into the future**

- The club has achieved the BRONZE LEVEL within the past year and/or continues to meet the minimum operating requirements.
- The club produces regular news updates for members.
- The club has access to regular facilities, for training on which an annual risk assessment has been completed. The facilities must include changing, showering and toilets for both male and female members.
- The club has sustainable access to a pitch that meets the requirements of the Camanachd Association and on which an annual risk assessment has been completed. The facilities must include changing, showering and toilets for both male and female members.
- The club has a minimum of one senior team and one youth teams.
- A minimum of 1 identified Coach who has a current UKCC Level 1 qualification and is PVG certified for each team. A minimum of 1 identified Coach who has a current Foundation qualification and is PVG certified for each team.
- Additional Office Bearers and contact details identified with role descriptors: Club Coaching Convener/Coaches Group – Youth/School Convener – Equality & Inclusion Officer.
- Each team has an approved and complete First Aid kit plus an identified First Aider who has completed a recognised qualification.
- Club to have completed Heartstart Camanachd training and have a Defibrillator
- The club provides a minimum of 1 qualified Referee available to officiate regularly at senior level and 1 at youth level plus Goal Judges. Minimum 10 games annually.
- The club has its own active e-mail address that is administered by a minimum of two members.





# **GOLD LEVEL**

**Clubs will require to commit to a 3 year Development Action Plan that will ensure full participation and high performance into the future**

- The club has achieved the SILVER LEVEL within the past year and/or continues to meet the minimum operating requirements.
- The club has its own active website, Facebook and Twitter or equivalent
- The club has sustainable access to a pitch that meets the requirements of the Camanachd Association and on which an annual risk assessment has been completed. The facilities must include changing, showering and toilets for both male and female members plus catering and disability access.
- The club has as many teams as is practical on an annual basis.
- A minimum of 1 identified Coach who has a current UKCC Level 1 qualification and is PVG certified for each team. A minimum of 1 identified Coach who has a current Foundation qualification and is PVG certified for each team. A minimum of 1 identified Coach who has a current UKCC Level 2 qualification and is PVG certified and is responsible for the overall coaching strategy of the club.
- Additional Office Bearers and contact details identified: Club/School contact for every school in area. Club Local Authority Sports Development contact.
- Office Bearers who have all completed CA approved training.
- Each team has an approved and complete First Aid kit plus an identified First Aider who has completed a recognised qualification.
- Each team has an identified regularly active Goal Judge and back up if required.
- The club provides a minimum of 2 qualified Referees available to officiate regularly at senior level and 3 at youth level. Minimum 10 games annually.



# ***SUPPORT RESOURCES***

All clubs will have the opportunity to work with their Camanachd Association Development Team Regional contact to develop their Accreditation portfolio.

## **LINKS**

Sportscotland Help for Clubs:

<http://www.sportscotland.org.uk/clubs/help-for-clubs/>

<http://club.sportscot.org.uk/>

Funding: <http://www.sportscotland.org.uk/funding/funding/>

Volunteer Scotland:

<http://www.volunteerscotland.net/organisations/resources/templates/>

Potential Club administration and communication systems:

My Club Hub. <https://www.myclub-hub.com/>

Teamer. <https://teamer.net/>

Pitch22. <https://www.pitch22.com/>

Pitchhero. <https://www.pitchero.com/>

Clubwebsite. <https://www.clubwebsite.co.uk/>

## ***Camanachd Association***

<https://www.shinty.com/mens/membership-and-clubs/help-for-clubs>

Bye Laws:

<http://www.shinty.com/shinty/managing-shinty/rules-and-regulations/>

Child protection and PVG:

<http://www.shinty.com/shinty/managing-shinty/child-protection/>

Equality:

<http://www.shinty.com/shinty/managing-shinty/equality/>

Anti-Doping:

<http://www.shinty.com/shinty/managing-shinty/anti-doping/>

Accreditation portfolio templates:

Constitution – Welcome Pack – Role Descriptors – SWOT Analysis -

Development Plan – Club Values/Code of Conduct – Risk Assessment – Data Base.

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