**Goalball UK – Club Minimum Standards**

Resource Pack (External)

The table below has 16 rows with headers that are linked to the club minimum standards, with columns providing information on the minimum requirement, support that can be offered from Goalball UK (GUK) and the evidence that is required. The information goes from left to right.

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| **Key Headline** | **Minimum Requirement** | **Goalball UK (GUK)**  **Support and Guidance** | **Evidence** |
| **1. Consistent Training Sessions** | Clubs to have at least 10 training sessions every season at a designated venue(s). | Support around the key areas of club development and club sustainability (e.g. players, workforce, venue and funding).  Downloadable document:   * Venue guidance | See Key Headlines:  7. Registers  14. Communication |
| **2. Qualified Coaches** | Clubs to have at least 1 qualified coach at every training session who has completed the GUK Club Leaders award. | GUK can signpost to available open courses or specifically arrange closed courses.  Downloadable document:   * Coaching qualifications guidance | Copy of certification. |

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| **3. DBS Checks** | The following roles require a valid DBS check:   * Coaches (paid or volunteer) * Welfare/Safeguarding Officer * First Aiders and Physios | GUK will provide 2 free DBS checks per season as part of the Club Affiliation package.  Downloadable document:   * Vetting guidance | DBS check signed off by GUK Safeguarding Officer. |
| **4. Safeguarding** | Clubs to have at least 1 member at every training session who has completed a recognised Safeguarding course (within the last 3 years).  Clubs must also have their own Safeguarding Policy and a designated Welfare Officer. | GUK can signpost members to suitable courses to attend.  Access to an [independent careline](https://goalballuk.com/safeguarding/careline/) to report concerns and receive advice.  Downloadable documents:   * Safeguarding – A Guide for Clubs * Welfare Officer role outline | Copy of certification.  Contact details for Welfare Officer. |
| **5. First Aid** | Clubs to have at least 1 designated first aider at every training session who has completed a recognised First Aid course (within the last 3 years). | GUK can signpost members to suitable courses to attend. | Copy of certification. |

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| **6. Risk Assessment** | Clubs to have a risk assessment that is both venue and activity specific.  Clubs must also include COVID-19 on this document or have a specific COVID-19 risk assessment. | Downloadable documents:   * Risk assessment guidance * Risk assessment template | Copy of completed club risk assessment. |
| **7. Registers** | Clubs to take registers at every training session. | GUK can provide guidance on safe storage (GDPR).  Downloadable documents:   * Session register template * Season register template | Participation numbers to be shared with GUK (if/when requested). |
| **8. Membership** | Clubs must have their own club membership forms.  All club members must also be members of GUK. Note: This is following 4 club training sessions or prior to attending their first tournament (whichever comes first). | GUK can provide guidance on safe storage (GDPR).  Downloadable documents:   * Pre-membership form template (for first timers and one-off guests) * Club membership form template | Membership data to be shared with GUK (if/when requested). |

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| **9. Club Constitution** | Clubs to have a club constitution and a committee consisting of at least a Chairperson, Secretary and Treasurer that meets at least 3 times every season in addition to an Annual General Meeting (AGM). Minutes must be taken (to document what was discussed and record any action points). | GUK can provide staff support (if requested) for committee meetings, AGM’s and EGM’s.  Downloadable documents:   * Constitution Template (on request) * Minutes Template * Chair Role Outline * Secretary Role Outline * Treasurer Role Outline * Volunteer Co-ordinator Role Outline | Copy of signed club constitution.  Minutes from meetings to be shared with GUK (if/when requested). |
| **10. Club Bank Account** | Clubs to have their own club bank account - this cannot be a personal account - with a minimum of 3 signatories. | GUK can provide guidance as necessary. | GUK will receive payments by cheque or BACS from a club account (not cash or BACS from a personal account). |
| **11. Code of Conduct** | Clubs to have their own code of conduct. Note: This must refer to both photography and social media. | Downloadable document:   * Code of conduct guidance | Copy of signed club code of conduct. |

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| **12. Club Engagement** | Clubs to participate in GUK club engagement activities (outside of tournaments) e.g. AGM, annual conference, regional forums, CPD sessions, surveys, etc. | GUK staff will be available to speak with club members at virtual and face to face events throughout the season. | Clubs will attend events and promote before/during/after on social media. |
| **13. Social Media** | Clubs to be active on at least 1 social media platform e.g. Facebook, Twitter or Instagram**.** | GUK can provide guidance on setting up accounts and share examples of good practice.  Downloadable document:   * Social Media guidance | Clubs will frequently interact with GUK and other appropriate organisations and individuals via social media. |
| **14. Communication** | Clubs to immediately inform GUK of any changes to their contact details or training sessions and have a specific club email address. | GUK can provide guidance as necessary. | Clubs will provide swift and appropriate responses to all enquiries and requests. |

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| **15. Partnerships** | Clubs to build and maintain good links to local partnership organisations. This will then help support the:   * Recruitment of potential players (e.g. via Local Societies, RNIB Connect groups, ECLO’s and QTVI’s, etc.). * Recruitment of potential workforce (e.g. via schools/colleges/universities, local businesses and volunteering organisations, etc.). * Sourcing of possible venues (e.g. via Local Authority Sports Development teams – education and community facilities). * Sourcing of possible funding pots (e.g. via Active Partnerships, Community Foundations and local businesses, etc.). | GUK can signpost to possible partnership organisations and share examples of good practice. | Clubs will share examples of partnership work with GUK via direct communication, social media posts, committee meeting minutes, etc. |