

HEALTHCHECK

Club Durham wants to ensure that all registered clubs are safe and fit for purpose, therefore, we have developed a health check that will be carried out annually in order to ensure that each club meets the following criteria;

- ✓ The Club's premises and officers are insured
- ✓ The Clubs activities take place in a safe environment
- ✓ Activity programmes are organised/led by suitably competent/qualified leaders, coaches or instructors
- ✓ The Club has necessary provision in place for the safeguarding and welfare of its members
- ✓ The Club has appropriate governing documents
- ✓ The club has appropriate codes of conduct for its coaches, officials, volunteers and members

It is not essential that clubs complete our Healthcheck, however, the following Club Durham benefits will not be accessible to clubs until the Healthcheck has been successfully completed;

- X Support with marketing and promotion; such as being listed on our online Club Finder tool or being published in any promotional literature produced by Club Durham and its key partners.
- X Opportunity to deliver within community sessions and events organised by Club Durham and its key partners.
- X Support with recruitment of volunteers, such as advertising volunteer opportunities via Club Durham (and key partners) websites and newsletters.
- X Support with applying for funding.
- X Access to grant schemes directly provided by Club Durham and it's partners.

HEALTHCHECK

Name of Club:

Name of Checking Officer:

- All clubs catering for junior (under 18) members must meet all outlined criteria. Criteria [4.3](#), [4.4](#) and [4.5](#) are specific to clubs with a junior section and do not need to be completed by Adult only clubs.
- Clubs with a valid NGB or Club Mark accreditation are only required to complete sections [1.1](#) and [3.1](#).

1. Accreditation

1.1. Club has valid NGB/Clubmark Accreditation	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Copy of accreditation certificate received Renewal Date:
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2. Affiliation

2.1. Club is affiliated to NGB (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO	NGB affiliation number: Renewal Date:
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3. Health and Safety

3.1. Valid Public Liability Insurance certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Copy of insurance certificate received Level of Cover: Renewal Date:
3.2. Activity programmes are organised/led by suitably competent/qualified leaders, coaches or instructors	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Copy of relevant qualifications received (for at least two coaches, leaders or instructors)
3.3. Club members and coaches are appropriately trained in First Aid	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Copy of valid certificates received (for at least two coaches/members)
3.4. Access to first aid & equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
3.5. Health & Safety policy in place	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
3.6. Completed risk assessment forms	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
3.7. Accident/incident report form	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
3.8. Procedures for dealing with accidents/injuries	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
3.9. Registration forms (including contact details, medical information, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked

4. <u>Safeguarding and Welfare</u>		
4.1. Welfare policy in place	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
4.2. Welfare officer in place	<input type="checkbox"/> YES <input type="checkbox"/> NO	Name: Email: Telephone:
4.3. Safeguarding and Child protection policy in place	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
4.4. Coaches/Volunteers Enhanced DBS Cleared	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
4.5. Club members and coaches appropriately trained in Safeguarding and Child Protection	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
5. <u>Club Management</u>		
5.1. Club governance documents	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
5.2. Constitution (open and non-discriminatory)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
5.3. Rules/Terms of Reference	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
5.4. Volunteer Co-ordinator in place	<input type="checkbox"/> YES <input type="checkbox"/> NO	Name: Email: Telephone:
5.5. Role outlines for coaches, officials, volunteers	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked
5.6. Codes of conduct for coaches, officials, volunteers and members.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Evidence Checked

Declaration

I can confirm that all of the information provided is correct (please tick)

Name (club representative):

Signed:

Date: