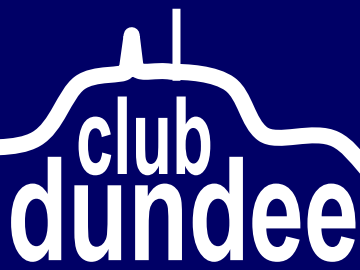




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CLUBDUNDEE

LEISURE & CULTURE DUNDEE'S CLUB ACCREDITATION & DEVELOPMENT PROGRAMME

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CLUB INFORMATION PACK





Protecting People in Dundee

tackling domestic abuse
& sexual violence

protecting the public by managing offenders

protecting & supporting adults at risk

protecting children & young people

working **together** to protect people in Dundee

Protecting people means being able to protect everyone, no matter what age, when they need it. This means children, adults and older people.

The Dundee Children and Young Person's Protection Committee, Adult Support and Protection Committee, Violence Against Women Partnership and Multi-agency Public Protection Arrangements are working together across Dundee to protect children in need of care and protection, adults in need of support and protection, adults and children affected by domestic abuse and sexual violence, and the general public.

to find out more about our work go to

www.dundeeprotects.co.uk



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CLUBDUNDEE INTRODUCTION

ClubDundee, Leisure & Culture Dundee's Club Accreditation and Development Programme, sponsored by 'Protecting People in Dundee' has been reviewed and restructured to provide greater support and benefits to a wider range of local sports clubs.

This pack will provide you with the information you require to get started in the ClubDundee programme if your club wishes to gain accreditation and / or develop its activities.

The pack includes information on the following:

- ClubDundee Structure
- ClubDundee Registration
- ClubDundee & Positive Coaching Scotland
- ClubDundee Affiliation
- ClubDundee Accreditation
- ClubDundee Development Level

For more information on the ClubDundee Programme, please contact:

Alex Knight
Club & Coach Development Officer

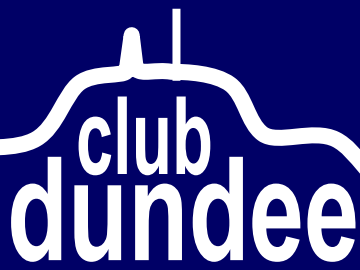
Tel: 01382 436960
E-mail: alex.knight@leisureandcultur Dundee.com

The Sports Development Section of Leisure & Culture Dundee looks forward to welcoming your club into the ClubDundee Programme!!





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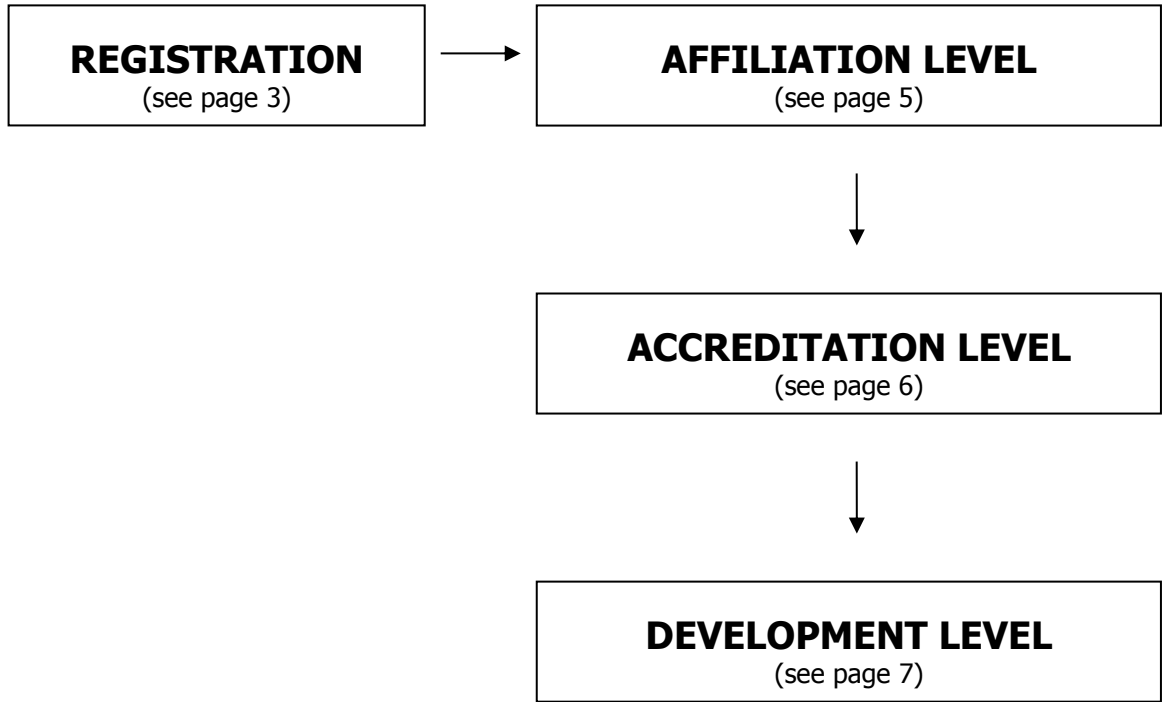
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CLUBDUNDEE PROGRAMME STRUCTURE



For further information on all levels of ClubDundee, please refer to the relevant page as detailed above.





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CLUBDUNDEE REGISTRATION

Does your club want / need accreditation?

If the answer is 'yes', ClubDundee will be of interest to your club. ClubDundee is Leisure & Culture Dundee's Club Accreditation and Development Programme, open to all local sports clubs.

The programme requires your club to complete set criteria to ensure your club is 'safe' and if the club wants to develop, the Sports Development Section will support your club to achieve its aims.

What is the next step?

If your club would like to participate in the ClubDundee programme, please complete the enclosed Registration Form & Positive Coaching Scotland (PCS) Club Pledge and return it to Alex Knight, the Club & Coach Development Officer.

If your National Governing Body (NGB) has a Club Accreditation / Development Scheme that your club is able to access, Leisure & Culture Dundee (LACD) recommends that your club participates in the NGB scheme initially rather than ClubDundee. LACD has agreement with various NGBs that clubs will be fast-tracked through the ClubDundee programme on completion of the NGB scheme. Therefore, your club can benefit from 2 sets of rewards!

Your club will be contacted within 2 weeks of sending in the Registration Form & PCS Club Pledge with information on what you need to do next in relation to ClubDundee or your National Governing Body Scheme.





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CLUBDUNDEE POSITIVE COACHING SCOTLAND

What is Positive Coaching Scotland (PCS)?

PCS is based on a programme in the USA called Positive Coaching Alliance (PCA) which is now widely viewed as one of the most successful ways of inspiring young athletes to become winners. The PCS mission is to change the culture of Scottish youth sport.

sportscotland is taking the lead for the national implementation of PCS. National Governing Bodies of sport, Leisure & Culture Dundee and Dundee City Council are working together to roll the programme across the city to all key influencers in a child's life including club leaders, coaches, teachers & parents.

Why do we need Positive Coaching Scotland?

As a nation, Scotland currently faces a number of social challenges which are now overflowing into youth sport:

- Violence on some touchlines
- Disrespect towards many of the officials
- Many coaches and sports clubs focusing on 'winning at all costs'
- Parents putting undue pressure on children to improve quickly
- Decreasing levels of physical activity and increasing obesity
- Declining rate of volunteers in sport

Together, these factors contribute to increasing numbers of young people dropping out from sport. PCS is working to reverse this trend and encourage more people to adopt 'sport for life'.

How can your club get involved?

We are asking all clubs participating in the ClubDundee programme to sign a pledge stating that the club pledges its support to the PCS programme.

The club will have the opportunity to have PCS workshops delivered free of charge to club leaders, coaches & parents to ensure that everyone involved with the club is working towards creating a positive environment for young people in sport by:

- appreciating the value of effort and learning;
- improving personal performance;
- fostering a competitive, but fair, sporting mentality;
- dealing positively with mistakes.

For further information on the PCS programme, please visit www.positivecoachingscotland.com





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AFFILIATION

Once your club has registered to participate in ClubDundee, you will be asked to provide the following information:

- Club Constitution
- Evidence of a Club Bank Account
- Evidence of Affiliation to SportDundee
- Evidence of Affiliation to a National Governing Body
- Evidence of Club's Committee Structure

Need Help?

Templates are available from the Club & Coach Development Officer if required

Once collated, this information should be returned to Alex Knight. You will be contacted within 2 weeks with feedback or information on what you need to do for the next stage of the programme.

Timescales:

The Sports Development Section recommends a timescale of 1 month.

Rewards:

N/A





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CLUBDUNDEE ACCREDITATION

Once your club has completed Affiliation Level of ClubDundee, the next step is to work towards Accreditation Level. Your club will need to complete and send in:

- Policy on the Protection of Children & Vulnerable Adults
- Disciplinary / Complaints Procedure
- Codes of Conduct for athletes / coaches / volunteers
- Contact details for the club's Child Protection Officer
- Confirmation that club can access PVG checks
- Confirmation of First Aid arrangements at all club sessions
- Written risk assessments
- Parental Consent Forms
- Confirmation of club's Public Liability Insurance
- Evidence of a minimum of 1 NGB Qualified Coach

Need Help?

Templates are available from the Club & Coach Development Officer if required

Once completed, this information should be returned to the Club & Coach Development Officer. The club will be contacted within 2 weeks with feedback or confirmation that the club has achieved ClubDundee Accreditation.

Timescales:

The Sports Development Section recommends a timescale of 6 months (maximum).

Rewards:

Certificate
 ClubDundee 'Accreditation' Logo for use on promotional material
 Club information included on ClubDundee notice boards
 1 free place on a Sports Coach UK course
 50% discount for 1 club member to attend Emergency First Aid course
 Opportunity to secure a priority let at new PPP schools at £14 per hour

(If certain criteria are not relevant to your club, this can be discussed with Alex Knight)





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CLUBDUNDEE DEVELOPMENT LEVEL

Once your club has completed Accreditation Level of ClubDundee, you will be asked by the Club & Coach Development Officer if your club is interested in working towards Development Level of ClubDundee.

If your club IS interested in being a Development Level Club

The Club & Coach Development Officer will allocate a development officer to work with your club to identify 3 – 5 priorities specific to the club's needs and agreed by the ClubDundee Officer Group. Your club will be contacted within 2 weeks with the contact details of the Development Officer. The Development Officer will contact the club within 2 weeks of the letter being sent to arrange a meeting

Timescales: Club priorities to be identified & club to demonstrate their commitment to work towards the priorities

Rewards: Certificate
ClubDundee 'Development' Logo for use on promotional material
Club information included on ClubDundee notice boards
2 free places on a Sports Coach UK course
50% discount for 2 members to attend Emergency First Aid course
Priority lets at new PPP schools @ £9 per hour
Improved Levels of SportDundee Grant Aid

Development Level will be achieved once the allocated officer is satisfied that the club is committed to working towards the identified priorities. Once your club has achieved Development Level, your progress through the Development Plan will be monitored on an on-going basis.

If your club is NOT interested in being a Development Level Club

Your club has completed all the relevant levels of ClubDundee and will have the status of a 'ClubDundee Accredited Club' for 12 months from the date of completion.

To retain this status, the club must provide updated information when requested and complete Annual ClubDundee Monitoring Forms.





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CLUBDUNDEE FAST-TRACKING

If your National Governing Body (NGB) has a Club Accreditation / Development Scheme that your club is able to access, Leisure & Culture Dundee (LACD) recommends that your club participates in the NGB scheme initially rather than ClubDundee. LACD has agreement with various NGBs that clubs will be fast-tracked through the ClubDundee programme on completion of the NGB scheme.

A Fast-Tracking Agreement has been reached with the following NGBs:

- Scottish Football Association (SFA Quality Mark)
- Cricket Scotland (Top Club)
- Scottish Athletics (Clubmark)
- Scottish Swimming (SwiMark)
- Scottish Gymnastics (Gymmark)
- Tennis Scotland (Clubmark)

