

PLEASE NOTE – Criteria highlighted in red are specific to clubs with a junior section. All clubs which cater for junior (under 18) members¹ must meet all outlined criteria. Adult only clubs do not need to comply to highlighted criteria

1. ACTIVITY PROGRAMME				
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes	Evidence Provided
1.1	The Club provides 12 non-competitive coached sessions per year	Training/coaching activities Sessions for new people	The Club must provide a varied activity programme as appropriate to the membership and development plan.	The club provides monthly technical training in the first 6 months of the year (see here), and are just starting a new set of monthly junior training sessions starting this autumn (see posts on facebook page from the first one)
1.2	All events and activities are registered with British Orienteering to ensure appropriate civil liability and coaches' insurance	Online registration of activities and events	Events and activities should be registered and reported on using the British Orienteering admin panel.	See events registered all the way through next year at https://www.britishorienteering.org.uk/index.php?pg=event&evt_club=41 .
1.3	The coached sessions are delivered by licensed coaches	List of coaches/leaders and their relevant qualification Details of participant: coach ratio	Activities must be delivered by competent/qualified personnel	The club has the following qualified coaches: <ul style="list-style-type: none"> • 4 * UKCC Level 2 • 9 * UKCC Level 1 • 2 * old Level 4 • 6 * old Level 3 • 3 * old Level 2 Of those, 13 have a current license to coach. The main ones coaches currently delivering sessions are: <ul style="list-style-type: none"> • Duncan Archer (old Level 3) • Paul Taylor (old Level 3) • Neil Hunter (UKCC Level 1)

¹ The term **members** can also refer to participants and volunteers

				<ul style="list-style-type: none"> Chris Mackenzie (UKCC Level 1)
1.4	The Club ensures all coaches, officials and volunteers understand their roles and responsibilities	<p>Role outline</p> <p>Codes of conduct for coaches, officials and volunteers</p>	The Club must ensure that coaches, officials and volunteers understand their role within the Club, what is expected of them and the high standards required by them to adhere to	<p>All coaches actively delivering sessions achieve the British Orienteering license to coach, include signing up to the British Orienteering code of conduct for coaching. For individual sessions the overall coordinator of the series of sessions makes it clear to the individual coach how their sessions fits into the overall program, what level to pitch it at, etc.</p> <p>See attached document for description of key committee roles. See http://clock.org.uk/Members/Officials_code_of_conduct.htm for officials code of conduct – officers are reminded for this annually.</p>
1.5	The Club provides regular local competitive opportunities (minimum one per month between September and May)	<p>Local event series</p> <p>Online registration of events</p>	This may include access to other clubs local events where travel distances are appropriate	<p>See events registered all the way through next year at https://www.britishorienteering.org.uk/index.php?pg=event&evt_club=41. We aim to provide a Level C event in most months (apart from August), one Level B event, a summer series of at least 6 level D events and an autumn series of 4 level D events. This program meets the needs of our membership (a wide variety of events) and our club aspirations to attract new members (primarily the two Level D event series)</p>
1.6	The Club coordinates entry into regional and national club competitions for Junior and Senior members	Copy of results or list of events in which teams participated	The Club supports and develops a team ethos for club competitions	<p>In 2016 the club entered teams in:</p> <ul style="list-style-type: none"> Compass Sport Cup (heat) Yvette Baker Trophy (heat and final) Peter Palmer Junior Team

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				<p>Relay (results)</p> <ul style="list-style-type: none">• JK Relay (results) <p>The club pays full entry fees for all the above competitions. We have relay team / junior co-ordinators, who advertise these events to the membership via newsletters, describing what is involved and encouraging people to participate.</p>
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2. WELFARE				
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes	Evidence Provided
2.1	The Club has necessary provision in place for the safeguarding and welfare of its members (including the British Orienteering child protection policy if any under 18s are members of the Club)	Child protection policy – adopted or adapted existing policy Welfare policies – adopted or adapted existing policy Appoint a welfare officer Procedures for dealing with recruitment and deployment of volunteers and employees	The provision for safeguarding and welfare must comply with statutory and British Orienteering regulations and guidance	The club has an appointed welfare officer – Currently Carolyn Rigby, listed at http://clock.org.uk/Contact.htm . The club adopts the British Orienteering policies, including welfare policies, and the club constitution was recently amended to this effect:
2.1a	Club members and coaches are appropriately trained in Safeguarding and Child Protection	Copies of attendance certificates (at least two members) List of trained coaches and members	It is a requirement that the welfare officer and at least one coach has attended CPSU accredited training in Safeguarding and Protecting Children	Safeguarding and welfare is part of coaching courses, and as stated later the club has a number of active and licensed coaches. The club's welfare officer has had appropriate training. In 2012 ten club members took part in an accredited safeguarding and protecting children course. Through 2017 we will be encouraging club members to take an online refresher course here .
2.2	The Club ensures that all activities and events take place in a safe environment	Health & Safety policies – adopted or adapted existing policy Completed risk assessment forms Accident/incident report form Procedures for dealing with	Provide examples of the actions taken to ensure risk to members is managed	Risk assessments are completed for all events and activities. This routinely includes: <ul style="list-style-type: none"> • nominating a first aider • making available first aid equipment

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		<p>accidents/injuries</p> <p>First aid and qualified person available at all activities and events</p> <p>There is access to a telephone at all activities and events</p>		<ul style="list-style-type: none"> identifying the route to the nearest A&E hospital identifying phone reception in the area having to hand accident/incident report forms. <p>See attached example.</p> <p>All event organisers today, and all event officials from 1st January 2017 (including planners and controllers) will have attended an event safety workshop (in line with British Orienteering insurance requirements).</p>
2.3	<p>The Club records participants' contact, medical and emergency contact details and these are accessible to the coach/organiser</p>	<p>Club records participant details and this information is accessible to all coaches and organisers at appropriate times</p>	<p>Club coaches and officials should ensure that they are able to provide necessary relevant information to emergency services should the participant be unable to do so.</p>	<p>These details are collected and available for club coaching activities (which are usually with small groups of well known club members).</p> <p>From 2017 onwards for level C and D events with entry on the day, we will have paper slips that people *may* fill in, with emergency contact and / or medical details. We will not force all entrants to do this (doing so could be counterproductive, because some people might just not state a medical condition they prefer not to be known, and if we then tell first responders they have no conditions, that could be more dangerous than saying we don't know what conditions they might have). However, we strongly encourage it if they have travelled alone to the event (actually we already cover this scenario with a "lone travellers" form at</p>

				<p>registration), and / or they have a medical condition that could be relevant to first aiders at the event. We will make these forms prominently available at the registration desk. See example forms attached.</p> <p>From 2017 onwards for level A and B events with pre-entry we will be collecting these details via the pre-entry system (Fabian4)</p>
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3. KNOWING YOUR CLUB AND ITS COMMUNITY				
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes	
3.1	The Club engages with and understands who its current members are and where they are from	<p>Equal opportunity or equity policy</p> <p>Welcome pack</p> <p>Communications – newsletters, website, social media, etc.</p> <p>Club handbooks</p> <p>Appointed person for new member enquires</p> <p>Retention and reward activities</p> <p>Systems for collecting and acting on member feedback</p> <p>Statistics: number of members</p>	The Club creates a welcoming atmosphere and quality opportunity for members and at all relevant levels of ability to retain its current members	<p>The club currently has 152 full members, of which 121 seniors, 31 juniors, plus an additional 6 honorary or local only members.</p> <p>The club communicate through the following media:</p> <ul style="list-style-type: none"> • Website • Facebook page – activity here has increased significantly with 226 “likes”, multiple comments and photos posts before and after events, and occasional paid-for promotion to the wider orienteering and local community • Newsletter every other month emailed to all members. 4 members of the club are not on email and we post to them. <p>We are soon planning to start a weekly email service, having seen the success of such at neighbouring clubs.</p> <p>The club has an area of the website dedicated to club members: http://clock.org.uk/Members/index.htm.</p> <p>The club has a membership secretary – Jill Libby. He roles include welcoming new members, and also contacting any lapsed members to encourage them to renew or</p>

				<p>understand why they haven't. The club also welcomes new members in the newsletter (e.g. see first page of http://clok.org.uk/Members/tchimes_1609.pdf).</p>
3.2	<p>The Club demonstrates an awareness and appreciation of its local community</p>	<p>The Club's demographic The Club demonstrates an understanding of which geographical areas they are working in Can define the type of person /people it would like to attract Working in partnership with local organisations, volunteer centres, colleges, schools etc.</p>	<p>To increase participation and recruit players, volunteers and officials</p>	<p>The club's region is defined implicitly by its name – Cleveland – although it also has members and activities just outside this, as far as Whitby in the east, down to Northallerton in the South, Barnard Castle in the west and Hartlepool in the north.</p> <p>The club recognizes – as with many other orienteering clubs (and indeed many sports) – that it has a large number of aging members (60+), and needs to attract more juniors and people in the 20-40 age range. It is endeavouring to do this by putting on a wide variety of events to appeal to them, for example exciting sprint and urban events.</p> <p>The club has an active Orienteering Development Project, that arranges schools competitions, from which some school children progress to club membership and / or mainstream orienteering.</p> <p>In September 2016 the club arranged training for a local scout group, and hopes to have similar targeted training in future, with a goal of transitioning participants into club membership and / or mainstream orienteering.</p>

3.3	The Club proactively encourages new members from the local community	<p>Communications – newsletters, website, advertising, social media, etc.</p> <p>Recruitment activities</p> <p>Statistics: number of new members</p>	The Club demonstrates actions taken to recruit new players, volunteers and officials in line with British Orienteering's vision of More People, More Places, More Podiums.	<p>The club has summer and autumn series events which take place in the local community. In particular the summer series in 2016 led to a dozen new members – including some families – joining the club.</p> <p>After several years of decline in membership (down from 224 in 2010 to 155 in 2015 – a problem faced by many orienteering and other sports clubs), 2016 saw a modest increase and we hope this continues in future through member retention and attracting new members.</p>
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4. CLUB MANAGEMENT				
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes	Evidence Provided
4.1	The Club is affiliated to British Orienteering ensuring all activities and officers are insured	British Orienteering affiliation Valid insurance certificate	The Club is operating under British Orienteering guidelines Club activities, premises and officers are appropriately insured	Club affiliated to British Orienteering and listed here: https://www.britishorienteering.org.uk/find_a_club . All events and activities registered through British Orienteering, giving the necessary insurance cover (certificate here).
4.2	The Club has appropriate governing documents	Club governance documents Constitution (open and non-discriminatory) Articles of Association Rules/Terms of Reference	The Club is operating within a set of appropriate rules and regulations	Constitution: http://clock.org.uk/Members/Committee/constitution.pdf .
4.3	The Club has a Volunteer Coordinator	Name of individual and role description	The Club displays a coordinated approach to valuing and supporting its volunteers	Yes – currently Chris Mackenzie. Role includes recruiting volunteer planners, organisers and controllers. Individual event organisers are responsible for recruiting other team leaders and volunteers to their

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4. CLUB MANAGEMENT				
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				events, and detailed briefing instructions are given to volunteers either via the organiser or their team leaders.
4.4	Officials, volunteers, members and parents understand their roles and responsibilities within the Club and what is expected of them	Role outlines Codes of conduct People attending training courses (event safety, organiser training etc)	The Club sets out the standards and expectations of all, via codes of conduct and identified responsibilities	<p>All members join/renew via British Orienteering, and as of 2016 this includes acceptance of the ethics and code of conduct policies on an individual basis.</p> <p>The club holds appropriate training courses. For example it currently has 25 members who are registered in the British Orienteering qualifications database as having attended an event safety workshop.</p> <p>See http://clok.org.uk/Members/Officials_conduct.htm for codes of conduct (advertised to officials annually).</p> <p>See attached for description of officer roles.</p>
4.5	The Club proactively recruits new volunteers at all ages and offers a support system to integrate them into the Club	Evidence of new people organising/planning/controlling events People gaining coaching qualifications, attending training courses	The encourages and supports members to volunteer in a way and time that suits the individual	<p>The club is committed to developing new and in particular younger members in the club. Some examples:</p> <ul style="list-style-type: none"> • In 2014 the club paid for various members to attend a UKCC level 1 coaching course, including 4 juniors: Eloise Wright, Sophie Miocevicz, Tim Hunter, Tom Hodgson. • In April 2016 the club paid for 8 members to attend a first aid course, including 1 junior: Tim Hunter. • Junior members are involved in event organisation, for example Tim Hunter (young M21) was assistant planner at a Level C event in Sept 2016; Aidan Rigby (M18) was planner at a Level C event in

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4. CLUB MANAGEMENT				
Ref No.	Minimum criteria	Examples of Evidence	Guidance notes	Evidence Provided
				March 2016.
4.6	The Club has a specific membership category and pricing policy for children and young people	Pricing policy Membership forms Publicity Concessionary rates	The Club distinguishes between the different classification of membership through a structured and appropriate pricing policy	The club is committed to providing access to juniors and young people at minimal rates. We have a junior membership category (only £3.50), and a junior entry fee (only £2.00 at level C and £1.50 at level D events). These fees also cover students and unwaged individuals. See evidence in the 2016 AGM minutes where we kept these fees low for the second year running with no annual rise.
4.7	The Club shows commitment to further development and outreach work	Club development plan Succession planning Recruiting new members Effective School/Club/Outdoor Centre links Effective County Sport Partnership/Sport Development links	The Club proactively ensures future development and sustainability through structured and shared planning	<p>The club has a hugely successful “Orienteering Development Project”, which includes</p> <ul style="list-style-type: none"> • putting on schools competitions • mapping individual schools • putting in publicly accessible permanent orienteering courses. <p>Through 2017 we also plan to look at Sport England’s Club Matters website and whether their online club improvement tool, or their mentoring programs can help us develop as a club.</p>