# **Club Development Mark – AU Club Version**

**What is the Club Development Mark?**

The purpose of the Club Development Mark is to formally recognise and evidence those AU Clubs who are operating at a high standard and to encourage the development of other clubs in order to achieve the same standards. The Mark recognises achievement in 7 key areas: Committee & Organisation, Coaching, Social & Welfare, Finances, Activity, Competition and Community.

**How does it work?**

There are 2 opportunities a year for Clubs to apply for the Club Development Mark. The application process is very simple and requires the completion of the form below and the submission of evidence to support the application. Once the application has been submitted it will be marked and awarded Gold, Silver, Bronze or No accreditation.

**What are the benefits to my Club?**

* Clubs who have achieved a Club Development Mark will benefit from a number of exclusive rewards and benefits. The higher the award the better the benefits.
* Clubs will be formally recognised by the University for their Achievements with a ‘Club Development Mark’ which they will be able to use on their website, marketing collateral and social media accounts.
* Receiving a Club Development Mark is a sign of quality and should be used to help promote the Club and therefore attract new members.

**What if my Club is struggling to meet the criteria, will I be disadvantaged if I don’t receive the Mark?**

The Club Development Mark has been designed with the belief that a Mark is achievable for every Club. Do not be discouraged from applying if you don’t meet every criteria (apart from the essential ones), applications will be considered as long as you meet some of the criteria from each section. Clubs can also request support from staff to assist in the completion of this application. If you do not achieve a Mark you will still receive the same budget, staff support and access to block bookings you have always enjoyed and you can apply again in the next cycle of applications.

**Important Information:**

* Applications for the Mark must be submitted by December (31st) or March (31st) and will be assessed and awarded by 31st January and 31st April respectively.
* Evidence provided can be backdated for up to 12 months.
* Applications can be submitted electronically or in hard copy but must be fully complete before submission. Please attach any evidence on a **separate sheet to this form** and clearly label according to the criteria you are evidencing e.g. ‘File for Criteria A:1’. **If you not provide evidence you will not be considered for that criteria.**
* The Mark lasts for 12 months before resubmission of evidence needs to take place again, so long as the club wish to reapply for the same Mark.
* If clubs wish to attain a higher Mark, they can submit an application at the next available submission date.
* The awarding panel will exercise discretion when marking the applications and will consider extenuating factors outside of the Clubs control which may negatively affect their application (e.g. disciplinary issues, fines, debts from a previous committee).
* If a Club is on the cusp of 2 awards the awarding panel may go back to that Club and ask them to submit more evidence in order for them to achieve the higher mark. The Club will be given no more than 72 hours to submit this evidence.
* Criteria shaded in purple are COMPULSORY and must be attained before any Mark is awarded.
* It is expected that club will maintain the standards they have achieved in the Club Development Mark for the 12 months in which they hold it, if there is substantial evidence this is no longer the case then Sports Office staff can consider downgrading or removing that Mark if deemed appropriate.
* If at any point the Club substantially breaches the COMPULSORY criteria then the Club Development Mark will be removed (e.g. for serious disciplinary issues but not if the Club goes temporarily into debt).
* For each criteria a suggestion of evidence that can be submitted in support of the application is provided, but all evidence will be considered. Where no evidence is required this is because the AU can already find this information easily, **please however still indicate if you wish to be marked on this criteria so evidence can be sourced.**
* Scoring: Where a club has fully met the criteria they will received 3 points, where it is only partially met they will receive 1 point. Where the criteria is not applicable to that club they will automatically receive 3 points so as not to disadvantage them (e.g. if the criteria requires NGB affiliation but the Club are not required to do this they will score 3 points).
* Submission of an application in itself is not sufficient to guarantee a Mark. The Club Mark level is based in a % score: Bronze 60-69%, Silver 70-79%, Gold 80%+.

Once awarded Clubs will benefit from the following rewards (dependent on the level of their Mark):

|  |  |  |  |
| --- | --- | --- | --- |
| **Benefit** | **GOLD** | **SILVER** | **BRONZE** |
| Access to Ad hoc facility bookings | ✓ 20hrs per semester | ✓10hrs per semester | ✓5hrs per semester |
| Priority access to block facility bookings over clubs on a lower mark/no mark | ✓ | ✓ | ✓ |
| Priority access to surplus budget at the end of the financial year over clubs on a lower mark/no mark | ✓ | ✓ | ✓ |
| Qualifies for Club Of the Year at Sports Awards | ✓ | ✓ | ✓ |
| Priority Access to Varsity Tickets (a week before general sale) | ✓ | ✓ | ✓ |
| Free Varsity T-Shirt for all members of competing teams | ✓ | ✓ | ✓ |
| Priority access to Sports Awards Tickets | ✓ | ✓ |  |
| Access to additional pots of funding (£2000) that can be applied to for additional kit, coaching, equipment or tournaments. | ✓ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **AU Club:** |  | **Date of Submission** |  |

**Criteria, Evidence & Assessment**

| **Criteria** | **Evidence Required/suggested?** | **Do you wish to be considered for this criteria? (Y/N)** | **Evidence Submitted? (Y/N)** | **Comments** |
| --- | --- | --- | --- | --- |
| **A. Committee & Organisation** | | | |  |
| 1. At least two club officers to have attended Club Officer Training (parts 1&2). | *N/A* | Y | *N/A* |  |
| 2. Club Development Plan is fully completed and submitted | *N/A* | Y | *N/A* |  |
| 3. The Club are not in Special Measures. | *N/A* | Y | *N/A* |  |
| 4. Club to have submitted full contact details for all acknowledged committee and any further non-committee positions within the club. | *N/A* |  | *N/A* |  |
| 5. Attendance of at least one member of the Club to Club Officer and Club Development meetings/training across both semesters. | *N/A* |  | *N/A* |  |
| 6. The Club have submitted information for player and official registrations and affiliations to the respective NGB in a timely manner (where applicable). | *N/A* |  | *N/A* |  |
| 7. The Club have met with AU staff at least once a semester to discuss their development. | *Meetings are recorded in CDP* |  |  |  |
| **B. Coaching** | | | | |
| 1. Coaching is provided by a NGB accredited coach with a minimum of a Level 1 (or equivalent) coaching award. | *Copy of coaching certificates provided to Sports Office* |  |  |  |
| 2. Club to provide a list of all paid & unpaid coaches and the level of their respective qualification/experience. | *N/A* |  | *N/A* |  |
| 3. All coaches, whether paid or voluntary, have completed a Code of Conduct. | *N/A* |  | *N/A* |  |
| **C. Social & Welfare** | | | |  |
| 1. Social & Welfare Officer has attended the Social & Welfare Training. | *N/A* | *Y* | *N/A* |  |
| 2. All Club Committee members have attended ‘Bringing in the Bystander’, Mental Health, Stonewall and any other training offered throughout the year by the AU (separate points to be awarded for each training event) . | *N/A* |  | *N/A* |  |
| 3. A member of the Club is a qualified ‘Bringing in the Bystander Facilitator’. | *Proof of course attendance* |  |  |  |
| 4. Club have signed the SU’s Zero Tolerance Pledge | *Photograph of pledge or confirmation from SU* |  |  |  |
| 5. An active and varied use of positive and engaging social media through one or more of the following accounts: Facebook, Twitter, Snapchat and/or Instagram | *Screenshots (minimum 5) of positive and engaging social media* |  |  |  |
| 6. Evidence of dry social events throughout the calendar and that all members are made aware that drinking alcohol is optional at any club gatherings | *One or more of the below:*   * *Dry social event invite* * *Picture or social media posts from the event* * *Testimonials from attending club members* * *Correspondence with Club Members regarding alcohol consumption* |  |  |  |
| 7. All Club’s teams to have a qualified First Aider | *Copy of First Aid certificates provided to Sports Office* |  |  |  |
| 8. All Club Officers and Team Captains to be aware of the University’s concussion protocols ensuring all concussions are reported to the AU. | * *Officers to have attended relevant training (COT/Club Captain Training which covers concussion)* |  |  |  |
| 9. Evidence that the Club provide an open and welcoming environment to all including Trans-Gender and non-binary members and those with disabilities. | *Information on FB, Twitter, website accounts for interested Trans-Gender/Non-Binary Members and those with disabilities* |  |  |  |
| **D. Finances** |  |  |  |  |
| 1. Club are not in deficit in their Student Account. | N/A | Y | N/A |  |
| 2. Club have followed all financial procedures in relation to both their Operational and Student Accounts. | N/A | Y | *N/A* |  |
| 3. Club have submitted a full budget breakdown for their student account for the academic year. | *Finance section completed in Club Development Plan* |  |  |  |
| 4. Club have raised in excess of £100 in the previous year either through sponsorship or fundraising for their Student Account. | *Proof of payment into student account, sponsorship agreement, paying in receipt* |  |  |  |
| 5. Club have actively taken part in a charity fundraising event and raised funds for a nominated charity. | *One or more of the following:*   * *Picture or social media posts from the event* * *Testimonials from charity* |  |  |  |
| 6. Club has no outstanding debts owing to the University Operations account (e.g. for accommodation, fines etc.) and any debts are paid in a timely manner. | *N/A* |  | *N/A* |  |
| 7. If car or van transportation has been utilised, no associated speeding or parking fines have been incurred. | *N/A* |  | *N/A* |  |
| 8. Where an accident, damage or speeding fines have occurred to a hire vehicle, the Club has notified the Sports Office and returned all required paperwork immediately. | *N/A* |  | *N/A* |  |
| **E. Activity** | | | |  |
| 1. Provides regular accessible and inclusive social sessions to non-club participants where scope allows, or if not possible signposts candidates to other opportunities either within Sport & Active Lifestyles or within the local community. | * *Evidence of recreational sessions on offer/advertised e.g. social media posts, flyers etc*   *And/or*   * *Evidence of club signposting candidates to other opportunities e.g. e-mails, FB posts* |  |  |  |
| 2. Club Committee or coach keeps a register or tracking of attendance at all sessions. | *Copy of register supplied to Sports Office at the end of each semester.* |  |  |  |
| 3. Freshers’ Fair sign-ups are provided with full information about trials, tasters and selection processes to maintain engagement levels. | *Copy of Fresher’s Fair Flyer, e-mail or FB page to sign-ups detailing required information.* |  |  |  |
| 4. Club have sufficient AU members to field all their teams. | *N/A* |  | *N/A* |  |
| **F. Competition** | | | | |
| 1. Competitive Clubs offer an avenue to compete, in BUCS or non-university competitions for ALL members and students are selected for competition/matches in a fair and justifiable manner as agreed by the club committee and/or coach from the start of the year. | * *Team sheets/spreadsheets indicating all club members have had access to competition* * *Evidence from team/coach of how teams are selected* * *Where complaints received from club re: unfair team selection, investigations have found this to be unsubstantiated.* |  |  |  |
| 2. Non-competitive clubs offer a substantial programme of participation events (at least 1 activity per month) for ALL members. | *Evidence of recreational sessions on offer/advertised e.g. social media posts, flyers etc* |  |  |  |
| 3. The Club have fielded a team for ALL fixtures and all rearrangements are requested in a timely manner. | * *No issues occur during qualifying period due to inability to field a team.* * *Evidence that any fixtures are rearranged well in advance with AU such as correspondence with AU* |  |  |  |
| 4. Where applicable, each respective team has submitted a team sheet for every fixture. | All team sheets can be provided for fixtures during the qualifying period |  |  |  |
| 6. Club has an exemplary disciplinary/behaviour record. | N/A |  | N/A |  |
| **G. Community** | | | | |
| 1. Has a strong partnership or link with a well-established community club/organisation that provides and allows for player pathways to continue alongside or post-AU participation. | * *Social media posts, agreements, evidence of events co-hosed with community club/organisations.* * *Evidence of current or past AU members continuing to participate in sports e.g. testimonials from graduates* |  |  |  |
| 2. Where applicable, the Club doesn’t exceed the 70:30 student to community membership ratio. | *N/A* |  | N/A |  |
| 3. One or more AU members has coached in the community, either through the Junior Sports Academy Programme or through alternative. | * *Testimonials from community clubs about coaching events* * *Photos/social media posts showing coaching in the community* |  |  |  |
| 4. Actively signposts members to the Carnegie Coach Education programme and/or has at least 5% of members of have registered on a coaching education course. | * *Copies of certificates from Club Members proving attendance on CCE courses.* |  |  |  |
| **Overall Score** |  | | | |
| **Mark Awarded** |  | | | |