



U L S T E R

**Ulster Badminton  
Clubmark NI  
Support Folder**



# Ulster Badminton Clubmark NI Support Folder

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The Club Support Folder has two purposes –

(i) to provide information about the scheme such as what support is available, what the scheme criteria are and how the scheme works including assessment.

(ii) to provide your club with somewhere to collate the evidence which will demonstrate how your club meets the Clubmark NI criteria.

After accreditation it can be used by the club as an operating manual for how your club works.

## What is Clubmark NI?

Clubmark NI is a programme designed to support and develop junior sports clubs, and reward those clubs who met a quality defined standard. Clubmark NI offers a range of support in the form of sports development officers, resource packs and online resources, all designed to help your club meet this quality standard of operation. Clubs who can demonstrate they meet all of the Clubmark NI criteria will be accredited as a 'Clubmark NI accredited club'.

The Ulster Badminton Clubmark NI junior club development and accreditation scheme will allow parents/carers and participants alike to identify quality badminton clubs in Ulster who have achieved minimum operating standards in the areas of 'Effective Management', 'Quality Coaching and Competition' and 'Safety in Sport'.

## How Does Ulster Badminton Ulster NI work?

The Clubmark NI programme for Badminton clubs in Ulster is delivered by Ulster Badminton. A Support Officer from Ulster Badminton will assist your club throughout the Clubmark NI accreditation process and will inform you of all the additional support tools that are available to clubs, including coach education workshops and online templates and resources.

## How Can My Club Get Involved?

Firstly, register your interest on the Clubmark NI website at [www.sportni.net/clubmarkni](http://www.sportni.net/clubmarkni). A short time after registering your club, an Ulster Badminton representative will be in touch to arrange your introductory meeting and begin the accreditation process.



# The Benefits of Clubmark NI

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Ulster Badminton Clubmark NI accreditation will provide both intrinsic and extrinsic benefits for sports clubs, including:

## **Support and Guidance**

The supporting resources linked to the Ulster Badminton Clubmark NI programme will provide information and guidance for sports clubs in relation to Effective Management; Quality Coaching and Competition; and Safety in Sport. These resources will be complimented by support and guidance from your Ulster Badminton Clubmark NI Support Officer.

## **Club Development**

Ulster Badminton Clubmark NI is about helping clubs to develop and by working towards accreditation will assist clubs to adopt and implement effective policies and procedures; to deliver relevant and appropriate opportunities for participation and development; and to provide a safe environment for young people to take part in sport. It will also support the development of effective partnerships that will enhance the capacity of Badminton clubs.

## **Increased Membership**

By gaining accreditation clubs may enhance their ability to recruit new members, as well as increasing the number of players, administrators, volunteers and coaches within the club. Simultaneously, being recognised as a Clubmark NI accredited club provides reassurance for parents/guardians that the club is committed to development, and has achieved a standard of quality.

## **Developing Administrators, Coaches and Volunteers**

Accreditation encourages clubs to identify and address the development needs of their administrators, coaches and volunteers. Identifying suitable policies, procedures and training opportunities will have a positive impact on the personal and professional development of club volunteers and will ensure that they are getting something back for their efforts.

## **Raising Club Profile**

All Ulster Badminton Clubmark NI accredited clubs will be listed on the Clubmark NI webpage on the Sport Northern Ireland website which will allow the public to search for accredited clubs in their local area or in a particular sport and on the Ulster Badminton website.



# The Benefits of Clubmark NI (cont)

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## Podium 4 Sport

Clubmark NI accredited clubs receive a range of benefits from sport retailer and equipment supplier Podium 4 Sport, a Clubmark NI partner. This include:

- £50 Podium 4 Sport voucher specifically for the purchase of equipment or team kits;
- 15% discount to clubs on future equipment and kit purchases from Podium 4 Sport;
- 15% discount for all club member for use in Podium 4 Sport retail shops and online; and
- Advanced booking opportunity to attend any Coaching Master Classes hosted by Podium 4 Sport.

Visit [www.podium4sport.com](http://www.podium4sport.com)

## Ulster Badminton Benefits

- 10 dozen free shuttles to all clubs achieving accreditation;
- Discount on all shuttles through our partner 'Forza' for accredited clubs.

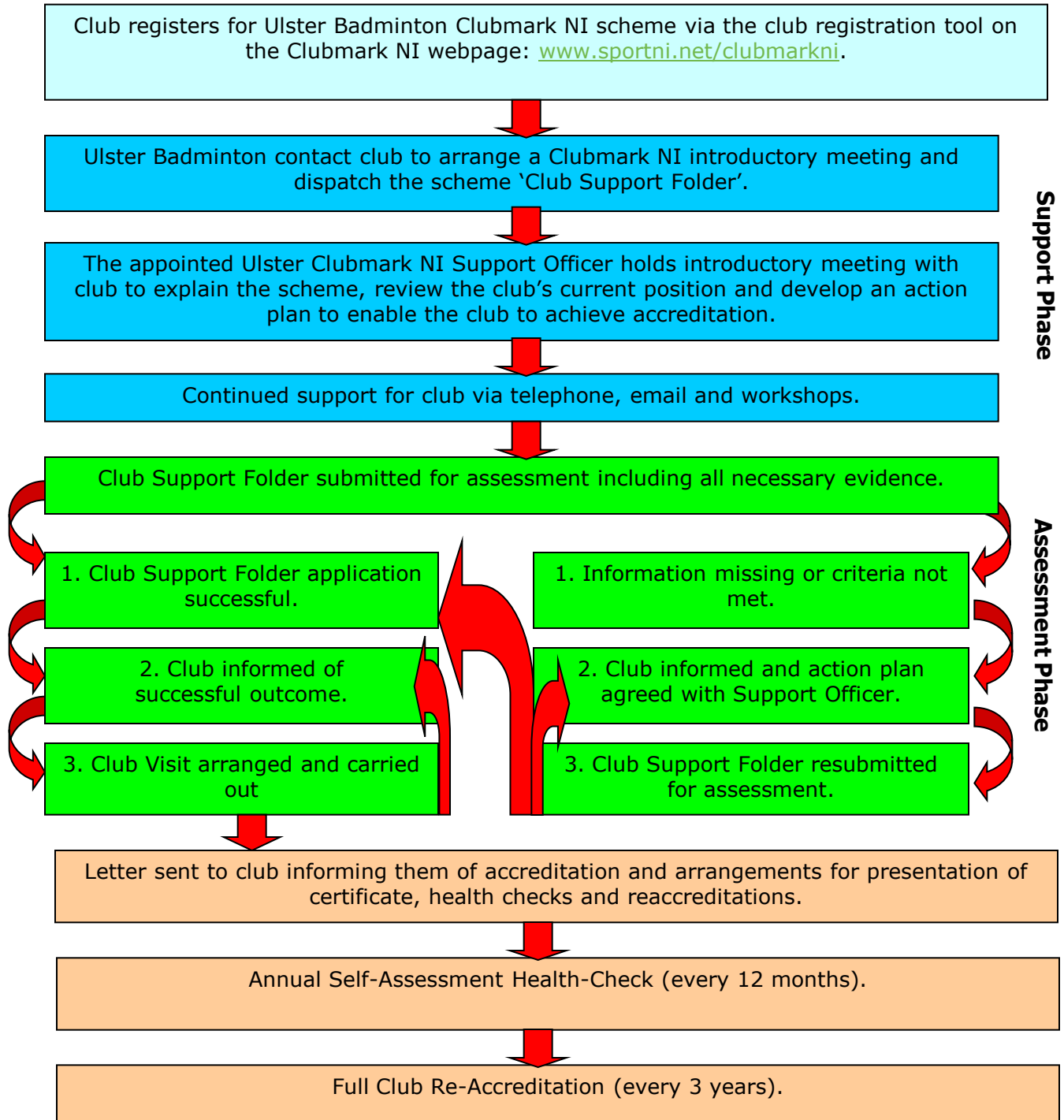
## Possible Benefits from Local Councils

Your club's local authority may provide additional benefit for clubs who achieve Clubmark NI accreditation, however this varies from area to area.



# Ulster Badminton Clubmark NI – How it Works

The flow chat shows how clubs travel through the Ulster Badminton Clubmark NI programme to accreditation.



# The Assessment Process

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Ulster Badminton Clubmark NI assessment works in two stages:

1. **Support Folder Assessment** – Assessment of your club's paper based evidence which should be collated in this support folder by an Ulster Badminton Clubmark NI assessor. Your Support Officer will be able to help you decide when your club is ready to submit your folder for assessment.
2. **Club Visit** – Once the assessor is satisfied that the club have satisfied the criteria within the paper based assessment, a Clubmark NI assessor will come to a training session to see the club in action. If the club are deemed successful in the club visit then club will be granted Ulster Badminton Clubmark NI accreditation.

## Annual Health Check

All Ulster Badminton Clubmark NI accredited clubs are required to submit a brief health check annually. The annual health check is very quick and easy to complete and consists of an updated a progress report on how the club are doing with their development plan, submission of an updated version of the development plan, confirmation that the club have a link with a local school, an update on club contacts and membership information and declaration confirming that the club are continuing to meet the Ulster Badminton Clubmark NI criteria. The club will be able to complete this online.

## Reaccreditation

Ulster Badminton Clubmark NI accreditation last for a maximum period of three years. In order to retain accreditation clubs must apply to the scheme for reaccreditation which will entail the reassessment of the club's updated club support folder and a club visit. This process mirrors that of the original assessment and is designed to encourage continuous club development.

## External Verification

A sample proportion of all Clubmark NI club assessments will be externally verified through an independent organisation appointed by Sport Northern Ireland. These external verifications are to ensure a consistent quality of assessment and support service is available to all clubs regardless of the Clubmark NI scheme they are in.

**The entire process is outlined in a diagram overleaf.**

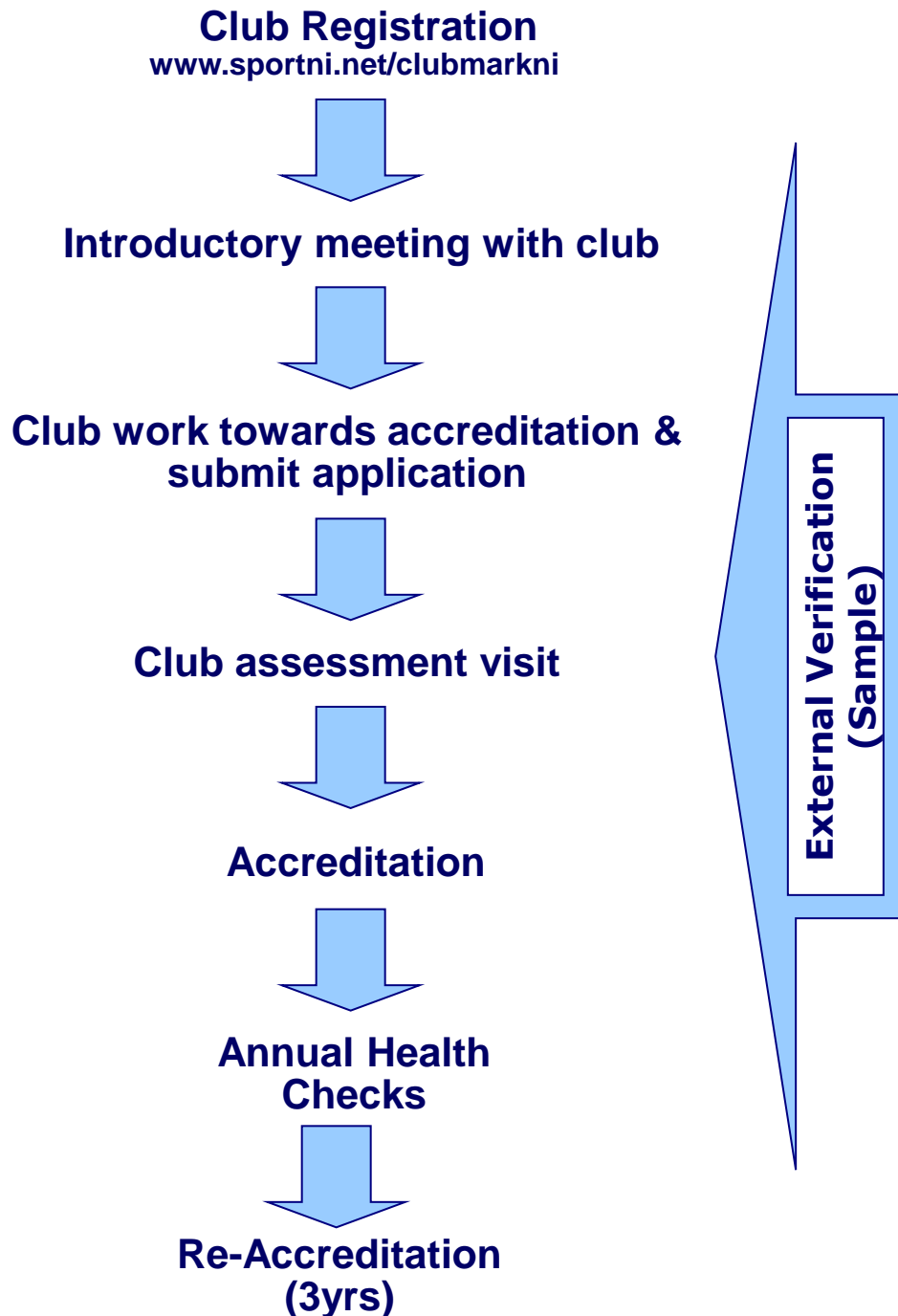
## Appeals and Withdrawal of Accreditation

The Ulster Badminton appeals policy and policy for the withdrawal of accreditation are available upon request from any of the support officers.



# The Club Development Journey to Accreditation

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*“Becoming clubmark accredited is easy for any club who is already going down the route of providing best practice services to their members”*

# Ulster Badminton Clubmark NI Criteria Check List

Your club can use the check list below to see how many of the criteria that the club already meets. Any criteria not already met will allow the club to form an action plan from which they can work to satisfy the remaining Ulster Badminton Clubmark NI criteria.

Your Support Officer will be happy to assist you to in forming the action plan or sign posting you to resources which could assist you to complete you action plan.

## Effective Management

Clubmark NI Criteria		Achieved?
1.1	Does the club hold adequate public liability insurance for all activities undertaken?	
1.2	Is the club affiliated to Badminton Ireland and do they adhere to their disciplinary procedures?	
1.3	Does the club have an open and non discriminatory constitution?	
1.4	Have the club explored how people with disabilities could be included in your club, taking particular account of the four main disability 'groups': People with physical disabilities; People who are deaf or hard of hearing; Blind and partially sighted people and People with learning disabilities.	
1.5	Have the club included at least two points relating to the inclusion of people with disabilities with the club's development plan?	
1.6	Have the club considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities?	
1.7	Has the club adopted an Equal Opportunities/Sports Equity policy that they are compliant with?	
1.8	Does the club have a specific membership fee and pricing policy for children and young people, offering reduced rates?	
1.9	Does the club communicate with parents/guardians on an appropriate basis?	
1.10	Have the club considered how they may form future school sport and club links?	
1.11	Does the club have regular contact with the relevant Local Authority sports development personnel and the Ulster Badminton Regional Development Officer?	
1.12	Are the club committed to ongoing development using annual Club Development Plan that includes specific reference to the junior club or section?	
1.13	Have the club adopted and implemented a volunteering policy which includes how the club recruits, supports, trains and recognises volunteers?	
1.14	Does the club ensure that all new staff and volunteers undergo an induction process that includes the Club's structure and procedures?	

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## Quality Coaching & Competition

Clubmark NI Criteria		Achieved?
2.1	Do the club employ/deploy a head coach who is qualified to a minimum of Badminton Ireland Level 1 within the junior club?	
2.2	Does the club have role descriptions that outline the roles and responsibilities of their coaches and volunteers?	
2.3	Do all club coaches hold appropriate professional indemnity insurance?	
2.4	Do the club provide a structured coaching programme for children & young people that includes a minimum of 2 hours club play per week? (1 hour structured, inclusive and progressive coaching led by the head coach and 1 hour coach supervised games)	
2.5	Do the club operate coach: participant ratios at a maximum of 1 : 12 (Coach : Player)?	
2.6	Does the club introduce intra club competition (E.g. ladder competitions or tournaments) and inter club competition through local league competitions?	

## Safety in Sport

Clubmark NI Criteria		Achieved?
3.1	Does the club have safeguarding policy that they are complaint with and which is in accordance with Ulster Badminton requirements?	
3.2	Have all club coaches and volunteers who are in contact with children & young people attended safeguarding children & young people in sport awareness training?	
3.3	Has the club trained and appointed a designated person for safeguarding and has this person and at least one other club member attended SNI 'Designated Safeguarding Children's Officer' training?	
3.4	Are club members & parents/guardians made aware of who the designated person for safeguarding is and what their role is?	
3.5	Are all coaches and volunteers in contact with children and young people subject to safe recruiting procedures that include disclosure checks via Access NI (or an equivalent system)?	
3.6	Does the club have codes of conduct/ expectation for volunteers; children & young people; and parents & guardians and are all coaches current members of the Ulster Badminton Coaches register and have they completed the Badminton Ireland Coaches Charter?	
3.7	Does the club ensure that all venues and equipment used for coaching and competition sessions are safe?	
3.8	Does the club ensure that venues and equipment are safe at all coaching and competition sessions with at least one badminton court suitable for both singles and doubles play complete with appropriate net and net posts?	
3.9	Do the club provide access to qualified <sup>1</sup> first-aid at all coaching and competition sessions?	
3.10	Do the club have in place clear procedures and have an acceptable pro-forma for managing and recording accidents and incidents?	
3.11	Do the club hold attendance registers at all coaching and competition sessions?	
3.12	Do the club hold details of parents/guardians and emergency contacts?	
3.13	Do the club hold information on any medical conditions of members and communicate these on a need to know basis?	
3.14	Do the club have parent/guardian's written consent for their young person to participate in the activity?	

<sup>1</sup> First Aid qualification should include training in the following areas: asthma; bleeding; bone, muscle and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; unconscious casualty





# Ulster Badminton Clubmark NI Criteria

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## Ulster Badminton Clubmark NI Criteria, Required Evidence, Support Available & Assessment Method

The table overleaf is a useful tool that provides

- a summary of the Ulster Badminton Clubmark NI criteria;
- the evidence clubs will be expected to provide to demonstrate how they meet the criteria;
- where additional resources specific to that criteria can be found;
- and how each criteria will be assessed.



# Ulster Badminton Clubmark NI Contacts Information

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## Support Officer

When you have registered for Ulster Badminton Clubmark NI a Support Officer will contact your club to help and support the club to gain Ulster Badminton Clubmark NI accreditation. They will guide your club in the development of an action plan and will signpost you towards any other useful resources, workshops, etc that may assist your club in achieving Ulster Badminton Clubmark NI accreditation.

## Ulster Badminton

- **Ryan Prentice**

### Regional Development Officer

t: 028 9266 8392

e: [ryan.prentice@badmintonireland.com](mailto:ryan.prentice@badmintonireland.com)

- **Clubmark NI online**

[www.sportni.net/clubmarkni](http://www.sportni.net/clubmarkni)



# Coach and Volunteer Education

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Ulster Badminton will run a number of courses and workshops over the year to support and assist your club towards Clubmark NI accreditation and to develop their clubs coaches. For further information about upcoming course and workshops please visit

[www.ulsterbadminton.com](http://www.ulsterbadminton.com) or contact Ryan Prentice.

Information about other generic workshop including safeguarding and designated officer training including how to book onto a course, times, dates and venues; can be found on the Sport Northern Ireland website at:

[www.sportni.net/coachingworkshops](http://www.sportni.net/coachingworkshops)



