



NATIONAL STOOLBALL ASSOCIATION

CLUB CHARTER ACCREDITATION SCHEME



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FORWARD BY THE CHAIRMAN

It seems most appropriate that the NSA should be introducing this Club Accreditation Scheme at the same time that Sport England have confirmed that Stoolball is now officially "recognised" as a sport.

This Scheme gives every Club playing the game the opportunity to demonstrate that they are well organised, both on and off the field, and that they provide a safe and welcoming environment for all people irrespective of age, sex or ethnic origin.

I am sure that there will already be many clubs who will want to measure themselves against the standards laid down in this Scheme and we will welcome applications from all sections of the Stoolball community.

If you need help on any aspects of the Scheme when completing your Application Form, then please have a word with Kevin Hilliard, the Scheme's administrator, on 01403 259617 or e-mail him at khilliard@talktalk.net.

I wish you all every success with your applications.

John Price
NSA Chairman



INTRODUCTION

This document sets out the principals and guidelines for the National Stoolball Association's (NSA) Club Accreditation Scheme (Club Charter). The NSA as the National Governing Body (NGB) of Stoolball has responsibility for setting out national guidelines for Club accreditation that meet the needs of Stoolball. Club Charter follows the guidelines of the Sport England's Club Mark Accreditation Scheme, which is a nationally recognised cross sport recognition scheme.

WHAT IS CLUB ACCREDITATION

The aim of Club Charter is to help Clubs develop to be the best they can, by ensuring that all Club members, young and not so young, reach their full potential and to allow the parents of younger Club members the knowledge and confidence that their children are attending a safe, secure and well run Club. Accreditation through the Club Charter Scheme will in turn result in a well-organised and effective Club.

Stoolball Clubs that meet the standards set out in this document will be awarded NSA Club Charter Accreditation (NSACA). This will entitle Clubs to take part in national and local Club awards and display the NSACA logo on their headed paper etc.

DUTY OF CARE AND CHILD PROTECTION

This section focuses on the safety and welfare of members, volunteers and spectators. Although the legal obligations of voluntary organisations under the Health and Safety laws are complex, sports Clubs do have an obligation towards everyone who uses the Club. All voluntary organisations have a duty in law not to harm or endanger anyone as a result of their activities; this is termed the Duty of Care.

Many Clubs offer opportunities to young people. Young people are a growing membership base for Clubs and will continue to be if your Club is to survive. In order to protect young people, your Club will need to raise awareness of Child Protection issues to all members.

The NSA has a recognised and accepted Code of Conduct policy in relation to Child Protection. If your Club provides opportunities for young people and vulnerable adults, you should implement the Child Protection policy of the NSA.

The implementation of screening adults who work with children is mandatory and Criminal Records Bureau (CRB) checks should be undertaken on all adults who work, largely unsupervised, with children. This can be carried out through the NSA.

NSACA requires Clubs to:

- Be in possession of the NSA Code of Conduct policy in relation to Child Protection and work towards those guidelines
- Ensure that a Club member is appointed as liaison between the Club and the respective league association and or NSA, to raise awareness of Child Protection in the Club and keep apprised of developments in Child Protection legislation



DUTY OF CARE AND CHILD PROTECTION (continued)

A code of conduct helps to identify for everyone involved acceptable behaviour and ensures that everyone knows what is expected of them. The NSA has a code of conduct for players, officials and spectators.

NSACA requires Clubs to:

- Be in possession of the NSA code of conduct for players, officials and spectators and adopt that code, or Clubs could develop their own code of conduct that should follow the ethos of the NSA code of conduct and be approved by them

Health and Safety regulations require provision of adequate and appropriate equipment, facilities and personnel to enable first aid to be administered. It is desirable for a qualified first aider to be present at all Club activities.

As a minimum standard your Club should be able to deal with minor accidents/injuries swiftly.

A Club should also maintain a first aid kit, which is available and visible at all Club activities.

Guidance suggests that a minimum stock of a first aid kit contains:

- Twenty wrapped sterile adhesive dressings
- Two crack ice packs
- One cold water spray
- One micropore tape roll
- Six single wrapped sterile wipes
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Six medium sized sterile unmedicated wound dressings
- Two large sized sterile unmedicated wound dressings
- One pair scissors
- Four pairs disposable gloves

Tablets or medicines should not be kept in a first aid kit.

NSACA requires Clubs to:

- Have access to a first aid kit at all Club activities (home and away)

It is good practice to have procedures to record and store all reports on accidents and incidents that are dealt with by Club members. Such records will help provide information should an insurance claim be made.

As soon after the event as possible an accident report should be completed by the main person dealing with the incident and should be filed for future reference in a secure place. The NSA has a template that can be adopted by Clubs if required.

DUTY OF CARE AND CHILD PROTECTION (continued)

NSACA requires Clubs to:

- Have emergency procedures in place for dealing with serious injuries/accidents, including telephone contact for the emergency services

It is recommended that Clubs keep records of all players and Club members. Such records should contain the following details:

- Contact details of parents or guardians
- Next of kin
- Home address and telephone number
- Appropriate medical information, including allergies
- Contact details in an emergency

NSACA requires Clubs to:

- Have the contact details of all Club members and emergency contact details
- Have information on appropriate medical conditions

THE PLAYING PROGRAMME

This section focuses on the key elements deemed important in creating a quality playing programme for all Club members.

Clubs should ensure that the facilities, playing area and equipment are safe and appropriate for the age groups and ability levels of the players using them and spectators.

A risk assessment is a check of the facilities, equipment and safety procedures to ensure they are fit for the intended purpose. Risk assessments do not have to be undertaken at every session but on a regular basis or when circumstances of the playing area or facilities change.

NSACA requires Clubs to:

- Use safe facilities, playing area and equipment for all coaching and playing sessions

Approved Clubs should provide coaching sessions for younger or less experienced Club members. The minimum supervision level at coaching sessions and matches should be a Level 1 coach and 1 other adult Club member or parent.

NSACA requires Clubs to:

- Provide an appropriate level of coaching for Club members where required to at least NSA playing level 1, preferably NSA level 2



THE PLAYING PROGRAMME (continued)

Clubs should play in league competitions, tournaments and friendly games that promote Stoolball and provide a varied playing programme for all Club members.

NSACA requires Clubs to:

- Provide a competitive playing programme

SPORTS EQUITY AND ETHICS

It is important in sport, as elsewhere, that everyone has equal status and opportunities. Sports equity is about opening up sport to all members of the community. It is about making sport accessible to anyone who wants to get involved.

It is good practice for Clubs to prepare an equity policy statement or adopt the NSA equity policy statement.

Clubs should not just stop at adopting, but should actively ensure that the policy is implemented.

NSACA requires Clubs to:

- Adopt an equal opportunities/sports equity policy

In order for a Club to be correctly administered and regulated, it is usual for a Club to have a constitution. This should be a simple document that outlines the function of the Club, procedures for membership, meetings, committees and how the Club procedures should operate. The NSA has a basic constitution that can be adopted by Clubs.

NSACA requires Clubs to:

- Have an open non-discriminatory constitution



CLUB MANAGEMENT

A successful Club is a well managed Club. A well managed Club is a Club whose finances are kept in order, the Club members and volunteers are provided with information they need, day to day business is dealt with efficiently, and the Club is integrated with the local community and with its NGB.

NSACA requires Clubs to:

- Have an effective committee comprising at least: Chairman, Secretary and Treasurer
- Hold an appropriate Bank Account for Club funds
- Prepare a balance sheet for each financial year
- Hold regular Committee Meetings
- Hold an Annual General Meeting

An important responsibility of a Club is insurance. It is important that the Clubs activities are covered by insurance.

NSACA requires Clubs to:

- Have current Public Liability, which includes Civil Liability insurance
- Have current Personal Accident insurance

Insurance cover can be purchased through the NSA. Clubs may consider enhanced insurance cover for accidental damage to personal effects.

The National Stoolball Association is the National Governing Body for Stoolball. The NSA manages the affairs of the game, supports and encourages competitive events through affiliated bodies and is responsible for the development of Stoolball.

NSACA requires Clubs to:

- To become associate members of the NSA

Future planning; a Club should prepare an annual action plan for the betterment of the Club and the development of Stoolball.

When developing a plan, Clubs should consider the following:

- What aspect of the Club needs developing
- How is the Club going to implement the plan
- When is the plan to be completed
- What is the cost
- Who is able to assist

NSACA requires Clubs to:

- Show commitment to the further development of the Club and the game of Stoolball