

## MINIMUM CLUB REQUIREMENTS

	The playing programme	Club Accreditation Standard	Evidence	Corresponding BGA documents or systems	BGA System(s) for monitoring / supporting
<b>1</b>	<b><i>Club coaching sessions</i></b>				
1	The club provides a coaching programme for a minimum number of hours and weeks in a year to be determined on a sports specific basis.	Gliding coaching is available for a minimum of 1 day per week in 40 weeks of the year, utilising BGA approved coaching materials and records	<ul style="list-style-type: none"> <li>◦ Club annual return</li> <li>◦ Declaration</li> </ul>	<ul style="list-style-type: none"> <li>◦ Annual Return system</li> <li>◦ BGA approved coaching materials</li> </ul>	
2	The club uses the skills awards and other BGA coaching resources to enhance its coaching and assessment programme	<ul style="list-style-type: none"> <li>◦ Participants are coached to BGA managed national and internationally recognised skills awards</li> <li>◦ Coaches (known as 'Instructors') are engaged in the BGA improvement and standardisation programme</li> <li>◦ Participants are given the opportunity to enter BGA facilitated national coaching and assessment programmes</li> </ul>	<ul style="list-style-type: none"> <li>◦ Club annual return</li> <li>◦ BGA junior participant coaching and championship entry applications</li> <li>◦ Other competition participation</li> </ul>	<ul style="list-style-type: none"> <li>◦ BGA and FAI badges</li> <li>◦ Annual return system</li> <li>◦ Competition entry system</li> <li>◦ FAI and BGA International &amp; National records</li> </ul>	
3	The club provides suitable intra and inter club competition according to BGA guidelines.	Participants are encouraged to enter the club ladder, National Ladder and interclub league competitions	<ul style="list-style-type: none"> <li>◦ Club ladder</li> <li>◦ National Ladder</li> <li>◦ Interclub league data</li> </ul>	<ul style="list-style-type: none"> <li>◦ National Ladder</li> <li>◦ Interclub league</li> </ul>	
4	The performer: coach ratio for coaching/training/instruction session is per BGA guidelines.	Airborne coaching ('Instruction') takes place on a 1:1 basis. Other coaching takes place on a 1:6 basis	Declaration	BGA guidelines	
5	The coaches responsible for the programme are suitably qualified to BGA specified standards.	All coaches (Instructors) hold a current BGA rating	<ul style="list-style-type: none"> <li>◦ List of coaches supplied with qualifications</li> <li>◦ Club Annual Return</li> </ul>	<ul style="list-style-type: none"> <li>◦ Annual Return system</li> <li>◦ Instructing &amp; coaching structure as defined by BGA Laws &amp; Rules</li> <li>◦ BGA Instructor handbook and other supporting materials</li> </ul>	<ul style="list-style-type: none"> <li>◦ Senior Regional Examiner &amp; National Coach structure</li> </ul>

6	The coaches and volunteers responsible for the programme have job descriptions with clear roles and responsibilities assigned.	All coaches (instructors) and operational team roles are subject to club operational procedures	<ul style="list-style-type: none"> <li>◦ Clear job descriptions published</li> <li>◦ Copies supplied</li> <li>◦ Details of how published</li> <li>◦ Club Flying &amp; Operations Rules</li> </ul>	<ul style="list-style-type: none"> <li>◦ BGA Operational regulations</li> <li>◦ BGA Laws &amp; Rules</li> </ul>	
7	The coaches (instructors) responsible for the programme hold professional indemnity and/or public liability insurance.	<ul style="list-style-type: none"> <li>◦ Glider insurance policies (as required by BGA Laws and Rules)</li> <li>◦ Club holds appropriate public liability insurance</li> <li>◦ Supported with NGB managed top up contingency policy</li> </ul>	<ul style="list-style-type: none"> <li>◦ Declaration</li> <li>◦ Copies of certificates</li> </ul>	<ul style="list-style-type: none"> <li>◦ BGA Operational regulations</li> <li>◦ BGA Laws &amp; Rules</li> </ul>	<ul style="list-style-type: none"> <li>◦ BGA managed top up contingency policy</li> </ul>
8	All coaching (instruction) and competition takes place at safe venues and uses safe equipment – to be specified by the NGB.	<ul style="list-style-type: none"> <li>◦ All coaching and instruction takes place in airworthy aircraft</li> <li>◦ All activities (airborne and ground) are subject to BGA operational regulations and risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>◦ C of A</li> <li>◦ Declaration</li> <li>◦ Copies of relevant risk assessments carried out</li> </ul>	<ul style="list-style-type: none"> <li>◦ BGA Operational regulations</li> <li>◦ BGA Laws &amp; Rules</li> <li>◦ C of A records</li> <li>◦ BGA Regional safety Officer Structure</li> <li>◦ BGA Safety Management System</li> <li>◦ BGA Site Operations Manual</li> </ul>	

	The playing programme	Club Accreditation Standard - evidence	Corresponding BGA documents or systems	BGA System for monitoring / supporting
<b>2</b>	<b><i>Duty of care and child protection</i></b>			
1	The club has receipt of the NGB child protection policy and is working towards the procedures laid down (these will cover issues like CRB checks, sports specific guidance on contact issues).	<ul style="list-style-type: none"> <li>◦ Copy of club's child protection policy or statement</li> <li>◦ Copy of committee minutes adopting the policy</li> <li>◦ Policy signed and dated by Chairperson and other relevant officials</li> <li>◦ CRB certificates checked and dated</li> </ul>		BGA CPO
2	At least two members of the club, one of whom must be a coach have attended child protection training.	<ul style="list-style-type: none"> <li>◦ Copies of certificates of attendance on courses; CPSU, Sportscoach UK, or NSPCC.</li> <li>◦ Where certificates are unavailable a letter from the course organiser or confirmation from ScUK business support centre</li> </ul>		BGA CPO
3	The club has adopted codes of conduct for all coaches, officials and volunteers working with children and young people.	<ul style="list-style-type: none"> <li>◦ Codes of conduct documents published within club as clear terms of reference</li> </ul>		
4	The club has access to first aid equipment at all coaching and competition sessions.	<ul style="list-style-type: none"> <li>◦ Copy of risk assessment in paper work (from Section 1:8)</li> </ul>		
5	The club has emergency procedures for dealing with serious injuries/accidents, including ensuring contact through telephone/ radio to emergency services.	<ul style="list-style-type: none"> <li>◦ Copy of club's procedures</li> <li>◦ Details of how communicated to club personnel</li> <li>◦ Copy of facility procedures if different from clubs</li> <li>◦ Ensure links between club and facility procedures</li> </ul>	BGA Site Operations Manual sets out emergency procedures (best practise)	

6	The club has the contact details of parents/carers and emergency/alternative contacts.	<ul style="list-style-type: none"> <li>◦ Copy of club database</li> <li>◦ Copies of membership forms</li> <li>◦ Details of how information collected and who has access to it</li> </ul>		
7	The club has information on any medical conditions of its junior members and informs coaches on a need to know basis.	<ul style="list-style-type: none"> <li>◦ Copy of club database</li> <li>◦ Copies of membership forms</li> <li>◦ Details of how information collected and who has access to it.</li> </ul>		

	The playing programme	Club Accreditation Standard - evidence	Remarks
3	<b><i>Sports equity and ethics</i></b>		
1	The club has an open/non-discriminatory constitution.	<ul style="list-style-type: none"> <li>◦ Copy of club constitution which must be signed and dated</li> <li>◦ Constitution must have a statement in relation to open membership</li> </ul>	Recommend BWB CASC model
2	The club has adopted an equal opportunities/sports equity policy.	<ul style="list-style-type: none"> <li>◦ Copy of Equity policy or statement</li> <li>◦ Details of how communicated to club personnel</li> <li>◦ Other documents which refer to policy</li> <li>◦ Copy of committee minutes adopting policy</li> <li>◦ Policy signed and dated by club chairperson and other relevant officials</li> </ul>	
3	One member of the club has attended a Running Sport <i>A Club for All</i> workshop.	<ul style="list-style-type: none"> <li>◦ Copies of certificates of attendance</li> <li>◦ Where certificates are unavailable a letter or confirmation from Running Sport is acceptable</li> </ul>	
4	One Instructor has attended a sports coach UK <i>Equity in your coaching</i> workshop	<ul style="list-style-type: none"> <li>◦ Copies of certificates of attendance</li> <li>◦ Where certificates are unavailable a letter or confirmation from Running Sport is acceptable</li> </ul>	
5	The club has codes of conduct for parents/carers and other supporters.	<ul style="list-style-type: none"> <li>◦ Copy of codes of conduct</li> <li>◦ Details of how communicated to parents/carers</li> <li>◦ Copy of committee minutes adopting codes</li> </ul>	
6	The club has a set of rules for junior members.	<ul style="list-style-type: none"> <li>◦ Copy of junior codes of conduct</li> <li>◦ Details of how communicated to parents/carers</li> <li>◦ Copy of committee minutes adopting codes</li> </ul>	

	The playing programme	Club Accreditation Standard - evidence	Corresponding BGA documents or systems
<b>4</b>	<b>Club management</b>		
1	The club is affiliated to the BGA.	<ul style="list-style-type: none"> <li>◦ The Club's Articles of Association</li> <li>◦ ? Copy of current membership certificate (if yes, then requires creating).</li> </ul>	Annual return system
2	The club has public liability insurance	<ul style="list-style-type: none"> <li>◦ Copy of current Certificate of liability</li> <li>◦ Declaration</li> </ul>	Annual return system
3	The club has a specific membership category and pricing policy for junior members	<ul style="list-style-type: none"> <li>◦ Relevant club documentation</li> <li>◦ Membership forms</li> <li>◦ Copy of pricing details</li> <li>◦ Club's Annual Return</li> </ul>	Annual Return System
4	The club communicates regularly with parents/carers.	<ul style="list-style-type: none"> <li>◦ Examples of communication e.g., letters newsletters, website, new members' pack</li> <li>◦ Verbal communication - provide details of how often contact made and what information</li> <li>◦ Feedback forms</li> </ul>	
5	The club has a junior/ volunteer coordinator to act as a liaison with Sport England, County Sports Partnerships and the NGB.	<ul style="list-style-type: none"> <li>◦ Copy of role description</li> <li>◦ Copy of committee minutes adopting rule</li> </ul>	
6	The club has contact with at least one local school/youth organisation.	Name and contact details of school/youth organisation (s)	
7	The club is committed to further development and outreach work - The club has links with local authority sports development unit / officer	<ul style="list-style-type: none"> <li>◦ Name and contact details of links with relevant external organisation.</li> <li>◦ Evidence of links from unit / officer / minutes of meetings</li> </ul>	