

Ribbon

STANDARD

Objectives for achieving Ribbon

The Case Officer must see 'evidence' that the aims for each insport Standard have been achieved by the club, and then it is the Club's responsibility to facilitate the demonstration of each aim.

The Case Officer should not encourage the Club to compile a file of evidence, but should arrange meetings with the insport Club Lead Officer so that they can 'see' the support against each of the criteria.

1 **WORKFORCE DEVELOPMENT**

- All Lead Coaches are appropriately qualified to deliver sessions
- All coaches within the club have signed up to the club 'Coaches Code of Conduct'

2 **PROCEDURES**

- The club has a 'Club Constitution'
- The club has a job description for the Lead and Assistant Coaches
- The club requests information about the personal needs and requirements of all members, coaches, and volunteers.
- The club has an appropriate Certificate of Insurance covering coaches/ volunteers and participants/performers
- All individual's working within regulated activity have an appropriate Disclosure and Barring Services (DBS) check
- Ensure that a qualified first aider is available during all club sessions
- The Coach/volunteer to athlete ratio is consistent with the guidelines of your sport
- An appropriate risk assessment is conducted for all sessions
- The club has a 'Welfare Policy'

3 **COMMUNICATIONS**

- Provide athletes/participants with access to information (through the club) relating to local and National events which they might be involved with
- The club have made an explicit commitment to inclusion and equity



Ribbon Standard Guidance

1

WORKFORCE DEVELOPMENT**1.1 All Lead Coaches are appropriately qualified to deliver sessions****SUPPORT**

- Coaching certificate from Lead Coach (Level 2 UKCC or NGB equivalent).
- Leadership certificate (at Level 3 SLUK or above).

1.2

All coaches within the club have signed up to the club 'Coaches Code of Conduct'**SUPPORT**

- Sight of a coaches welcome pack including the Coaches Code of Conduct, which includes a returned (and signed) confirmation form stating that the code has been read and they agree to abide by the principles identified.
- A master sheet where all coaches have signed to say they have received, read and agree to abide by the principles of the code of conduct.
- insport Club Case Officer has spoken to a number of coaches within the club and they have confirmed that they have read the code, and that they agree to follow the principles.

2

PROCEDURES

2.1 The club has a 'Club Constitution'

SUPPORT

- A copy of the 'Constitution' (it may have been given to you, or you may have accessed it from the club website).

2.2

The club has a job description for the Lead and Assistant Coaches

SUPPORT

- Copy of the role description for the Lead and Assistant Coaches.

2.3

The club requests information about the personal needs and requirements of all members, coaches, and volunteers

SUPPORT

- Sight of the coach, volunteer and participant welcome packs.
- A BLANK information form which requires the provision of information linked to demographic, equity and personal needs information.
- Reference to the process for gathering information relating to relevant personal information, and where and how it is held.
- Equality monitoring questionnaire, with identification of how frequently this is sent out, and how the data is used.

2.4

The club has an appropriate Certificate of Insurance covering coaches/volunteers and participants/performers

SUPPORT

- A current insurance certificate.
(This will need to be updated on an annual basis)

2.5

All individuals working within regulated activity have an appropriate Disclosure and Barring Services (DBS) check

IT IS NOT APPROPRIATE (OR LEGAL) TO SEE THE RETURNED DISCLOSURE FORMS SO PLEASE DO NOT USE THESE AS EVIDENCE

SUPPORT

- Identification of the Child Welfare process, and where DBS checking fits into that process.
- Identification of who the counter-signatories are within the club, and their testament that DBS checks are completed on all staff engaged in regulated activity.
- A written record (like a register) of coaches' names and when their current DBS checks expire.

2.6

Ensure that a qualified first aider is available during all club sessions

SUPPORT

- Identification of coaches, volunteers or leaders who have a first aid qualification, and which sessions they coach and when.
- Identification of the process for checking which staff (if outside the club, e.g. leisure staff, facility staff, etc) have a first aid qualification.
- Coach qualification register (which records qualification level, DBS check status, First Aid qualification, other relevant training, etc).

2.7

Ensure the coach/volunteer to athlete ratio is consistent with the guidelines of your sport

SUPPORT

- Sight of sample attendance lists from sessions (names of players/athletes and coaches delivering the session.)
- Spot-check of sessions – is the coach-to-athlete ratio appropriate?

2.8

Conduct appropriate risk assessment for all sessions

SUPPORT

- Example risk assessments for sessions
- Observe a risk assessment taking place prior to a session

2.9

The club has a 'Welfare Policy'

SUPPORT

- Sight of a copy of the Club Welfare and/or Safeguarding Policy.
- Form signed by all coaches, volunteers and players that they have seen the Welfare and Safeguarding Policy, and will work in a way which is consistent with the principles of best practice.

3

COMMUNICATIONS**3.1 Provide athletes/participants with access to information (through the club) relating to local and national events that they might be involved with****SUPPORT**

- Forthcoming events and fixtures page on the club website.
- Poster on the club notice board.
- Reference to events and forthcoming tournaments/ competitions at the end of each session (where sessions are observed).
- Letter to the members/parents or guardians of members.
- Evidence of emails sent out to membership.
- Reference to fixtures and forthcoming events within social media.

3.2**The club have made an explicit commitment to inclusion and equity****SUPPORT**

- Sight of a statement of inclusion
- Identification of equity and the inclusion of disabled people within the club Equity Policy