

## **SWORDMARK SCOTLAND**

1. CLUB MANAGEMENT
2. PROTECTION OF VULNERABLE GROUPS AND DUTY OF CARE
3. HEALTH & SAFETY
4. CLUB DEVELOPMENT – Fencing Programme / Coaches & Officials / Engagement with the Wider Community

### **1. CLUB MANAGEMENT**

- 1.1. The club has an inclusive Club Constitution/Articles/Memorandum/Trust Deed (depending on corporate nature of the club)
- 1.2. The club has an Equity Policy and should offer a welcoming and inclusive environment to all members and those who wish to take part in the club's activities.
- 1.3. The club has an appropriate democratically elected management committee
- 1.4. The club is affiliated to Scottish Fencing
- 1.5. The club has a membership system, which incorporates registration of all members (including officials, staff and volunteers) as Members of Scottish Fencing, following the British Fencing defined introductory period
- 1.6. The club has a fair and equitable membership and pricing structure
- 1.7. The club should have a welcome pack / club handbook, which should be communicated to all members and their parents (if U18)
- 1.8. The club has policies and procedures for Financial Management
- 1.9. The club has a Strategy and Operating Plan
- 1.10. The club has appropriate insurance in place, in addition to insurance benefits from Scottish Fencing Membership
- 1.11. The club has a Data Protection Policy

### **2. PROTECTION OF VULNERABLE GROUPS AND DUTY OF CARE**

- 2.1. Club has adopted SF (or equivalent) Child Protection Policy and communicated the policy to members and their parents (if U18)
- 2.2. Club has adopted SF (or equivalent) Vulnerable Adult Policy, where appropriate
- 2.3. Club has a Code of Conduct to cover coaches, fencers, staff and parents
- 2.4. Club has suitable Recruitment and Screening procedures in place for volunteers and staff
- 2.5. Club maintains a record of PVG Scheme Membership for all relevant volunteers and staff
- 2.6. Club have procedures in place for Responding to Concerns about a child or vulnerable adult
- 2.7. Club have a Disciplinary Procedure in place
- 2.8. Club have a procedure in place for Reviewing the Management of Concerns/Allegations
- 2.9. Club have identified and nominated a Child (& Vulnerable Adult) Protection Officer, who has attended an appropriate "Safeguarding & Protecting Children" and "In Safe Hands" training
- 2.10. Anyone working with children and young people have attended "Safeguarding & Protection" training
- 2.11. Club has representatives that have attended Sports Coach UK "Coaching Children and Young People" workshop
- 2.12. Club maintains a secure database of contact details of parents/carers and emergency contacts/medical information for all young people
- 2.13. Club has procedures in place for the Recording of Incidents

### 3. **HEALTH & SAFETY**

The club has a Health & Safety Policy and has communicated the policy to members and their parents (if U18). There should be a nominated official responsible for ensuring the policy is implemented. This policy should, amongst other things, require the Club to:

- 3.1. Club has access to First Aid equipment and representatives involved with young people are First Aid Qualified – minimum requirement Appointed Persons First Aid
- 3.2. Conduct, act upon and record a Risk Assessment on a regular basis
- 3.3. Ensure that regular checks are carried out on all the club's equipment (for example, fencing and electrical)
- 3.4. Club has procedures in place for the Recording of Injuries and Incidents
- 3.5. Have procedures in place for Dealing with and Recording of Injuries, Incidents and Emergencies
- 3.6. Maintain a register of members with details of relevant medical conditions, emergency contacts, and so on
- 3.7. Ensure sufficient numbers of club members are adequately trained in first aid and other safety related skills
- 3.8. Maintain an attendance (sign in/sign out) register at club sessions

### 4. **CLUB DEVELOPMENT**

#### 4.1. **Fencing Programme**

##### **All Clubs**

- 4.1.1. *The club provides appropriate participation and coaching opportunities for its members* - The club will offer some form of structured group training exercises / The club will offer structured group training exercises to various ability groups, promoting fencers between groups, as appropriate / The club will have several high-level coaches and significant numbers of performance fencers with structured individual performance programmes
- 4.1.2. *The club offers individual programmes for all fencers* – The club will offer individual lessons / Performance fencers will work with coaches who will advise on and support their individual training and competition programmes / The club will provide – either directly or indirectly – adequate provision for its fencers in appropriate support services (S&C / Sports Psychology / Nutrition)

##### **Advanced & Super Clubs**

- 4.1.3. The club will offer access to members at least twice per week / The club will offer access to members three or more times per week

#### 4.2. **Coaches & Officials**

- 4.2.1. *The club operates with qualified coaches for all age groups* - All Coaches and Assistant Coaches must be registered on the Scottish Fencing Coach Register
- 4.2.2. The club has profile forms in place for all Coaches and Officials
- 4.2.3. The club must define and implement a CPD Programme for its coaching staff

##### **Advanced & Super Clubs**

- 4.2.4. The club will incorporate structured referee training at all ability and age groups

#### 4.3. **Engagement with the Wider Community**

- 4.3.1. *The club has an Introduction to Fencing Programme in place* - The club will be able to accommodate a beginner, turning up at the club, with a basic, but structured introduction to fencing / The club will offer and promote regular beginners' classes to various ages / The club will manage an outreach programme – either through its own coaches or through satellite clubs – introducing beginners to plastic fencing in primary schools, or in the club, and will offer a progression pathway to metal fencing