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| Scottish Hockey Club Accreditation Checklist 2021-22: Deadline Friday October 1st 2021 Club Name:  |
| Silver Level Criteria |
| Criteria | Detail  | Notes | Uploaded to Core - date |
| Constitution |  |  |  |
| Child Protection Policy or Incidental Form for Universities |   | For universities the documents may be held by other Academic Service Department or Student Association  |  |
| Accurate Membership Numbers on Core | Current Core Stats:  |  |  |
| District Membership Complete |  | RDM check with district president |  |
| Venue Specific Risk Assessment.  | 1 required per venue: Date this will be reviewed (*one year after initial assessment completed*): | Insert a renewal date when uploading to core (Max 12 months) |  |
| Job Descriptions – Signed Off | President / Chairperson-Treasurer -Secretary -CPO / Welfare Officer -Youth Conveyor (*if applicable*) - *Additional positions if club require* | Update individual job descriptions as a new post holder takes up one of the committee positions.  |  |
| AGM Minutes | Date Held: | Insert a renewal date when uploading to core (Max 12 months) |  |
| Committee Meeting Minutes x 2 | Date Held:Date Held: | Insert a renewal date when uploading to core (Max 12 months) |  |
| Minimum 1 Year Action Plan or Development Plan  |  | Insert a renewal date when uploading to core (Max 12 months) |  |
| Minimum Level 2 coaching certificate or The new GB Coaching Offer. Minimum Sessional qualification or Coach qualification  |  |  |  |
| Child Protection Officer & CWPO Training Certificate | Name:Contact Info Located: | Insert a renewal date in line with expiry of certificate (3 years from issue date)For universities the documents may be held by other Academic Service Department or Student Association | Child Wellbeing and Protection Officer Training: |
| Workforce Development Plan  |  | Insert a renewal date when uploading to core (Max 12 months) |  |
| Club Welcome Pack or University handover documents | University Handover President / Treasurer / Secretary. Others as applicable  | Insert a renewal date when uploading to core (Max 12 months) |  |
| Codes of Conduct | Players (Junior / Senior)ParentsCoaches / Officials |  |  |
| GDPR Statement |  | For universities the documents may be held by other Academic Service Department or Student Association |  |
| Gold Level Criteria |
| Silver Accredited for 1 year prior to applying |  |  |  |
| Club Mission/Vision Statement  |  |  |  |
| Ongoing Engagement with Regional Development Manager |  | E.G. The Club Engagement toolkit |  |
| Ongoing Engagement with Scottish Hockey  |  | Competitions / Administration / Communications / Performance  |  |
| Club delivering their own community of practice sessions for their Workforce  |  | Bespoke in house support to enhance the support to the club workforce. E.G. coaches/umpires/officials/volunteers |  |
| Evidence of objectives met within club action plan / development plan And ongoing development plan in place.  |  |  |  |
| Provide 2 examples of best practice within the club either on field or off field activity  |  | This example should show why the club should be held up as one of Scottish Hockey’s “Gold Clubs” |  |
| Implementation of Player Pathway within club youth structureOr………. |  | The club only need to show evidence of one of these areas dependant on the focus / vision of the club |  |
| Implementation of a version of Active Lifestyle HockeyOr………. |  |  |
| Implementing a changing lives approach based on the needs of the community |  |  |
| Action List |
| Action | Responsible | Timeline | Complete (Yes / No) |
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* Any club not meeting criteria by then will not be included in Accreditation Programme.
* Silver – Upload all information to the core documents page including dates if applicable. From there, migrate documents to the new Accreditation core page and submit for approval.
* Gold – Complete all gold criteria followed by the Gold Accreditation Questionnaire on the gold accreditation page and submit for review. Your Regional Development Manager will then arrange a follow up meeting with you.
* Continued on next page…
* Where advised to in the checklist above, please enter an **expiry date** for a document when saving it to CORE.

