



## CLUBMARK BRONZE APPLICATION FORM

\* Required

\* This form will record your name, please fill your name

### GENERAL CLUB INFORMATION

1. Club Name \*

2. Club Main Contact Email Address (It is a good idea to have a generic club email eg. [hockeyclub@gmail.com](mailto:hockeyclub@gmail.com) (<mailto:hockeyclub@gmail.com>) to make changeovers easier from year to year on committees) \*

3. Club Website (while it is not a current requirement for Clubmark Bronze, we do advise all clubs to have a website)

4. Social Media Handles \*

5. I can confirm that the above club is affiliated through their Provincial Association:

Yes

No

6. Club Designated Officer Name \*

7. Level of Certification \*

8. Club Children's Officer Name \*

9. Level of Certification \*

## SECTION 1: EFFECTIVE CLUB MANAGEMENT

Clubs may find support documentation on Effective Club Management below:

Please indicate relevant items below for proof.

NOTE: Proof may be required at club visit (Club visit for Clubmark Silver and Gold only)

10. Constitution: Open & Non-discriminatory Constitution (please select all answers that apply)

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Constitution-Checklist.pdf>

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Constitution-template.pdf> \*

Website

Social Media

Club Share Drive

Supplied in Portfolio

Club Visit

Support Document

Other

11. Communication with parents / guardians and players on an appropriate basis (please select all answers that apply)

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Club-Introductory-Letter-.pdf> \*

Website

Social Media

Club Share Drive

Supplied in Portfolio

Club Visit

Support Document

Other

12. Volunteer Policy that includes how the club recruits, supports, trains, recognizes and rewards volunteers (please select all answers that apply) <https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Volunteering-Policy.pdf> \*

Website

Social Media

Club Share Drive

Supplied in Portfolio

Club Visit

Support Document

Other

13. Membership Fee and Pricing Policy specific for children and young people, offering reduced rates. (please select all answers that apply) \*

Website

Social Media

Club Share Drive

Supplied in Portfolio

Club Visit

Support Document

Other

## SECTION 2: QUALITY COACHING & COMPETITION

It is vital that club coaching is safe and fun for all! Coaching standards in clubs is the most important aspect of retaining players.

### NOTE:

For Safety and Quality Purposes, the ratio of 'persons in charge' to young people is no more than 1:10 for children under 12 years of age and no more than 1:12 for participants over the 12 years of age at each coaching session with a minimum of two adults present at the venue.

It is important for all club members to have access to regular and suitable intra and/or inter club competitive opportunities for the age groups coached according to Hooked4Life Recommendations

14. I can confirm that the coaches responsible for overseeing the youth coaching programmes have a minimum Hockey Ireland Level 1 qualification (or equivalent) and actively partakes in Continuous Professional Development (CPD) relating to young people: \*

Yes

No

15. Name of Lead Coach/es \*

16. How does your club store key coach/volunteer information, including qualifications?

<https://hockey.ie/wp-content/uploads/2021/05/Sports-Leaders-Record.xlsx> \*

17. How many members does the club have under the age of 18 years? \*

18. How many qualified coaches do you have coaching members under the age of 18 years? \*

19. Please provide information of all competitions offered to each age group using the following guide <https://hockey.ie/wp-content/uploads/2021/05/Club-Competitions-Offering.xlsx>:

	Friendly 6v6	Friendly 8v8	Friendly 11v11	Provincial League/Cup	National League/Cup
U8	<input type="radio"/>				
U10	<input type="radio"/>				
U12	<input type="radio"/>				
U14	<input type="radio"/>				
U15	<input type="radio"/>				
Adult 1XI	<input type="radio"/>				
Adult 2XI	<input type="radio"/>				
Adult 3XI	<input type="radio"/>				
Adult 4XI	<input type="radio"/>				
Adult 5XI	<input type="radio"/>				
Adult 6XI	<input type="radio"/>				
Adult 7XI	<input type="radio"/>				
Adult 8XI	<input type="radio"/>				

20. Please provide any other information about competitions offered age groups and teams in your club

## SECTION 3: CREATING A SAFE ENVIRONMENT

21. Does your club conduct risk assessments and operates in safe venues with safe facilities and equipment?

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Risk-Assessment-Form.pdf> \*

Yes

No

22. How many First Aid Kits does your club have? \*

23. How do you rotate these to ensure all sessions / matches are covered? \*

24. How does your club keep up-to-date record of First Aid Qualifications of club personnel? \*

25. Does your club have a clear procedure and proforma for managing accidents and incidents?

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Procedure-for-Managing-and-Recording-Accidents.pdf>

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Accident-Report-Form.pdf> \*

Yes

No

26. How is this displayed / communicated to club personnel? (e.g. on website, copies in First Aid Kits etc.) \*

27. Does your club hold an attendance register (including contact details of parents/guardians and emergency contacts, any medical conditions of children & young people and communicate the details on a need-to-know basis) for all coaching and competition sessions including noting of absences?

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Training-Attendance-Record.pdf> \*

Yes

No

28. How does your club gain parental/guardian's written consent for their young person to participate in the activity, including an optional section for parental consent of photography/media? <https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Youth-Membership-Form.pdf> \*

## SECTION 4: SAFEGUARDING MEMBERS

To safeguard all your members, clubs must have the following:

Adopted Codes of Conduct for all members (Young Players / Senior Players / Parents / Sports Leaders) and have these signed at the start of every season.

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Template-Code-for-Young-People.pdf>

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Template-Code-for-Sports-Leaders.pdf>

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Template-Code-for-Existing-Leaders.pdf>

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Template-Code-for-Parents.pdf>

Ensure that all Sport Leaders and Volunteers in contact with children and young people are subject to the Recruitment & Selection Policy including:

- Signing of Code of Conduct
- Access NI / Garda Vetting check within the last 3 years
- Safeguarding Qualification (Safeguarding 1 in ROI or Safeguarding Children and Young People in Sport in NI certificate).

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Template-Volunteer-or-Coach-Application.pdf>

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Safeguarding-Training-Requirements.pdf>

<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Safe-recruitment-procedures-for-those-working-with-Children.pdf>

Copy of the Sports Leader Record or template used to demonstrate the implementation of the Recruitment & Selection Policy (no confidential data to be included) which include:

- Proof of signed Code of Conduct
- Access NI / Garda Vetting Check
- Date of Safeguarding Qualification and, if relevant, certificate number

<https://hockey.ie/wp-content/uploads/2021/05/Sports-Leaders-Record.xlsx>

29. By selecting the below option, you agree that your club complies with the following:

1. The Club agrees to adopt and adhere to Hockey Ireland's Code of Ethics Policy  
<https://hockey.ie/wp-content/uploads/2021/05/4.1-Hockey-Ireland-Code-of-Ethics-21.10.19.docx>

2. The Club has carried out a Safeguarding Risk Assessment and has completed the Child Safeguarding Statement (ROI clubs only - to be sent to nationalchildrensofficer@hockey.ie)  
<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Safeguarding-Statement.pdf>  
<https://hockey.ie/wp-content/uploads/2021/05/Clubmark-Resource-Generic-Risk-Assessment.pdf> \*

The Club confirms that it agrees and is compliant with the two declarations stated in 27.1 and 27.2.

30. How does the club communicate the role of Club Children's Officer and Club Designated Person to their members? (e.g. website, parents presentation etc.) \*