



Welsh Triathlon Ribbon Club Mark Criteria

Criteria	Evidence provided	Who is Responsible	Date
CLUB MANAGEMENT			
Club is affiliated to Welsh Triathlon			
The club has a written “club constitution”			
All parents and guardians within the club have signed up to the club ‘code of conduct			
All participants and performers within the club have signed up to the club ‘code of conduct’			

All coaches within the club the club has signed up to the club 'coaches code of conduct'			
The club requests information about the personal needs and requirements of all members, coaches and volunteers			
Conduct appropriate risk assessments for all sessions			
WORKFORCE			
The club has a role description for the lead and assistant coaches			
Club has a minimum of one coached club training session a week, for participants of all abilities			
A minimum of one coached/volunteer has attended a Disability Inclusion Training workshop			
A qualified first aider is accessible during all club sessions			
All individuals working in regulated activity have an appropriate disclosure and barring check			
The coach/volunteer to athlete ratio is consistent with the guidelines of your sport			
CLUB AND COMMUNITY			
All volunteers within the club have signed up to the club 'code of conduct'			
The club provides new members with a 'Welcome Pack' which includes key club information and contact details			

Equality and Diversity

<p>The club has a welfare officer who has attended a 'safeguarding and child protection' course and has committed to completing a 'Protection of Vulnerable Adults' workshop when available</p>			
<p>The club has clearly identified and communicated the role of the Welfare Officer to the designated individual and wider club</p>			
<p>The club has adopted British Triathlon's Equity Policy, or has an equivalent policy statement with explicit reference to equity and inclusion</p>			
<p>Provide athletes/participants with access to information (through the club) relating to local and national events which they might be involved with</p>			



Welsh Triathlon Bronze Club Mark Criteria

Criteria	Evidence provided	Who is Responsible	Date
CLUB DEVELOPMENT			
Regular review of club training/events schedule to ensure that needs of members /participants are met	<ul style="list-style-type: none"> - Updated training schedule where necessary - Evidence of liaising with members as to what requirements they have 		
Club actively welcomes new members	<ul style="list-style-type: none"> - Evidence of sessions for new participants - Welcome pack for new participants - Evidence of content aimed at engaging new participants 		
Commitment to the development of the club	<ul style="list-style-type: none"> - Club has begun to draw up a development plan - A consultation process has been started with club members and volunteers to shape this 		
Sessions are appropriate for participant ability	<ul style="list-style-type: none"> - Evidence of sessions to meet all abilities - Participants are allocated to sessions which are appropriate for their ability - Evidence of vary training sessions for participant ability 		

Club actively encourages its members to become Welsh Triathlon members	<ul style="list-style-type: none"> - Materials and communication with club members regarding home nations membership - Evidence of club members being home nations members - Club provides Welsh Triathlon with an accurate representation of current members 		
WORKFORCE			
Continued development opportunities for coaches and volunteers within the club	<ul style="list-style-type: none"> - Evidence of ongoing training for coaches/volunteers instructors and activators where possible - Communication with Welsh Triathlon about courses 		
Club continues to recruit volunteers to assist with the running of the club	<ul style="list-style-type: none"> - Evidence of a volunteer workforce - Volunteers will support any club activity 		
Lead coaches have attended DIT training or equivalent	<ul style="list-style-type: none"> - Evidence that coaches who are leading on sessions have attended a DIT training 		
Club Welfare officer has been on and completed the NSPCC 'Time to Listen' course	<ul style="list-style-type: none"> - Evidence of completion of the course - Individual has registered or is in the process of attending the course 		
WELFARE			
Club activities take place in a safe environment	<ul style="list-style-type: none"> - Evidence of complete risk assessments - Sample accident report form - Evidence access to first aid/ appropriate trained club member 		
Club has a process in place to report safeguarding concerns or allegations of poor practice that may arise	<ul style="list-style-type: none"> - Evidence of a clear reporting procedures - Club should also evidence a written complaints policy- which is communicated to parents, carers, coaches, volunteers, instructors and activators 		
CLUB AND COMMUNITY			

<p>Club engages with all its members and allows members to contribute to club development</p>	<ul style="list-style-type: none"> - Evidence of providing members with continued updates regarding club development. Updates can be provided through a website or via social media sites. - Provide members with a platform to provide feedback - Recognise the contribution of volunteer workforce - Materials are available to members in a range of accessible formats 		
<p>Club creates an environment that is inclusive and welcoming</p>	<ul style="list-style-type: none"> - Club has an inclusion/equity policy. - Clubs can adopt British Triathlon equality policy - Coaches and volunteers are trained and made aware of policy - Club welcomes anyone who wishes to take part in triathlon - Club encourages all members to become involved with coaching and volunteering within the sport 		
<p>The club encourages new members</p>	<ul style="list-style-type: none"> - Individual from committee assigned to deal with new member enquiries - When required, club has a waiting list of participants who are informed when there is an opportunity for them to join the - Club has an approach to increasing participation among the following groups: women, children, disabled participants, BAME participants 		
Additional Aims			
<p>The club has a 'Selection Policy for events, tournaments and competitions'</p>	<ul style="list-style-type: none"> - 		

The club have a 'Travel and Transport Policy'	-		
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Welsh Triathlon Silver Club Mark Criteria

Criteria	Evidence provided	Who is Responsible	Date
WORKFORCE			
All coaches, leaders, volunteers and support staff have attended a 'Safeguarding and Protecting children' workshop or equivalent.	<ul style="list-style-type: none"> - Evidence that all coaches, leaders, volunteers and support staff have attended the course or are in the process of attending a course 		
The club has an equality officer	<ul style="list-style-type: none"> - An equality officer has been identified for the club - There is a clear role description for the equity officer - The equity officer has been through appropriate training, this could be an equality or diversity course - Where an individual has not stepped forward to assume the role, evidence of an election process needs to be provided - Club members/participants are all aware of who equity officer is and what their role is within the club 		

CLUB MANAGEMENT			
Club has regular communication with it's members/ participants/ parents/guardians/ volunteers	<ul style="list-style-type: none"> - Club members and participants are kept up to date with developments within the club - Evidence of the way a club interacts with its members - 		
Volunteers, support staff, leader and coaches are acknowledged and rewarded for their contributions to the club	<ul style="list-style-type: none"> - Acknowledging individual contributions via nominations for awards 		
Club holds an annual AGM	<ul style="list-style-type: none"> - Evidence of an AGM taking place - The club will provide members/participants with the opportunity to feedback 		
CLUB AND COMMUNITY			
Club links participants to wider opportunities to participate in triathlon	<ul style="list-style-type: none"> - Evidence of linking participants to events - Hosting club events for participants to take part in - Providing opportunities for participants of all abilities 		
80% of club members are home nation members	<ul style="list-style-type: none"> - Materials and communication with club members regarding home nations membership - Evidence of club members being home nations members - Club provides Welsh Triathlon with an accurate representation of current members 		
The club continuously encourages new members to join	<ul style="list-style-type: none"> - Individual from committee committed to increasing the number of members a club has - When required the club has a waiting list of participants who are informed when there is an opportunity for them to join the club - Links to local sport development department to advertise opportunities to participate - Club has an approach to increasing participation among the following groups: 		

	women, children, disabled participants, BAME participants		
CLUB DEVELOPMENT			
Provide a structure/pathway for talented athletes	<ul style="list-style-type: none"> - Identification of talented individuals by providing evidence of supporting those who want to develop further - Communicate with parents where necessary - Support athletes of all abilities - Link individuals to skill school days, Welsh Development Academy selection days, and opportunities to join the NTPCW 		
Club has a clearly set out development plan	<ul style="list-style-type: none"> - Development plan outlines future objectives and direction of the club - Club committee understand their role in achieving against the development plan - Club members are kept up to date on any new developments at the club 		
Club continues to provide sessions which are open to participants of varying ability	<ul style="list-style-type: none"> - Evidence of sessions tailored to different groups - Participants are allocated to a session which meets their needs and ability 		
ADDITIONAL AIMS			
Write an appropriate role description for the 'volunteer coordinator'	-		
Elect a 'volunteer coordinator'	-		
The club's selection policy is inclusive of disabled athletes across the classifications within their sport	-		
The club must have a 'Care Support Policy' and communicate this to all support staff, coaches, leaders and volunteers	-		
Local contacts and partners are identified by the club and where appropriate contacts shared with the membership	-		



Welsh Triathlon Gold Club Mark Criteria

Criteria	Evidence provided	Who is Responsible	Date
WORKFORCE			
Eighty percent (80%) of lead coached and leaders have done appropriate first aid training	-		
Eighty percent (80%) of lead volunteers and support staff have done appropriate first aid training	-		
The club have a technical lead for disability, who attends continuing professional learning (CPL) events relevant to impairment and sports-related classification	-		

PROCEDURES			
The club is represented at a minimum of one disability sport event, or one event which includes disabled athletes within their sport	-		