



Information Pack

PACES (Perth and Kinross Accredited Club Excellence Scheme) is a straightforward quality assurance system that has been designed to help voluntary sports clubs to operate efficiently and effectively. It will help your club to take a systematic look at what it does, and decide exactly where improvements are needed. It is also a means of identifying and rewarding clubs that operate in a structured way.

PACES gives a flexible approach to developing a quality sports club. The three levels give your sports club a framework for stage-by-stage improvements to both the quality of delivery and the way your club is managed. PACES has been developed by clubs for clubs and to ensure it is club friendly and easy to complete.

If your club is in need of assistance please do not hesitate to contact the Club and Coach Development Officer.

About the information pack

Section One: -

- Details about PACES
- List of benefits of PACES to your club
- What is involved at each level of PACES
- The PACES process

Section Two: -

- Application form to start PACES within your club
- Check list of each level of PACES
- Contact details

Section One

The aim of PACES is to: -

“Encourage the establishment and operation of structured, child friendly and safe sports clubs, with the potential to develop and expand accordingly.”

The scheme forms part of the work the Sports Development and Active Schools Teams who have a remit to assist with the development of local clubs.

Once your club has registered its interest in PACES by completing and submitting the application forms, information will be sent to the club about how to proceed through the first level of PACES. *A member of the Sports development or active schools team will endeavour to meet with each club coming on to the scheme.*

There are 3 levels of PACES: - Foundation, Community and Development.

The Benefits

PACES has been designed to be user friendly and helpful to voluntary sports clubs that are motivated by strong values. Quality and continuous improvement are important in sports clubs which are well-known for their drive to change things for the better. PACES seeks to reflect the values created by the voluntary sports club sector and give practical tools to help clubs improve what they do. By becoming a PACES club your club may benefit in the following ways:

Foundation Level Benefits to club: -

- Assistance and advice with disclosure forms and process
- Help to prepare a child protection policy.
- Free publicity in both Perth and Kinross Sports Council newsletter and Sports Development website
- Targeted support and advice from Sports Development and Active Schools staff
- School-club links fostered
- Approval to use PACES logo

Community Level Benefits to club: -

All of Foundation plus

- Assistance to implement risk assessments as appropriate to all the club activities
- Additional assistance when applying for grants from Grants Direct, Sports Council funding or external grants (Awards for All etc.)
- Invited to 2 networking meetings per year
- Quarterly newsletters with local and national updates, funding opportunities etc

Development Level Benefits to club: -

All of Foundation and Community plus: -

- The club conforms to new child protection legislation and Council letting policies
- Access to Sport Tayside and Fife coach scholarship scheme – mentoring, grant help for courses, development programme
- Help to produce an equity plan/policy
- Assistance and support to develop major development projects and to access external funding support for these projects.
- Assistance to produce a club development plan

In addition to the above benefits

Clubs at Foundation level will get

- 1 free place on SCUK Safeguarding and Protecting Children course
- 1 free place on SCUK How to Coach Disabled People in Sport

Clubs at Community level will get

- 1 free place on Children 1st in Safe Hands course
- Workshop on equity within the club environment

Clubs at Development level will get

- 1 free place on emergency 1st aid course (4hrs)
- 1 free place on either SCUK Safeguarding and Protecting Children course or Children 1st in Safe Hands course

The Levels

Foundation Level Criteria: -

- Constitution including an equity policy statement i.e. it is a club for all with equal opportunities and treatment of participants

- Evidence that your club has a bank account i.e. correct financial procedures and able to receive funding/grants
- Affiliation to Perth and Kinross Sports Council/National Governing Body/Sports Governing Body
- Structured club – designated office bearers – chairperson etc.
- Able to provide contact details of office bearers
- Annual General Meeting
- Insurance
- Evidence of club holding contact details of members
- Child protection policy in place (if appropriate)
- Disclosure checked volunteers and coaches present at every youth/vulnerable adult session
- Access to 1st aid within club training facility
- Qualified coaches (sticking to coach/player ratio as recommended by NGB)

Community Level: -

All of foundation level plus

- Appointing a designated Child Protection Officer
- Club has a policy for the recruitment of Ex-offenders
- Codes of conduct for parents, coaches/volunteers, players and spectators
- Disciplinary and complaints procedure
- Records of medical conditions for members as appropriate
- Parental consent forms for all junior members which has information about what is expected of parents i.e. helping with transport to matches etc.
- Job descriptions for office bearers, volunteers and coaches
- Volunteer registration forms completed for all helpers
- A qualified 1st aider present at each training session and matches (Minimum qualification 4 hour emergency 1st aid course or as recommended by S/NGB)
- Policy for the development/education of coaches and volunteers
- Evidence of school/club links if club has a junior section
- Clubs should have an understanding of sports related equity and equality policies and be working towards complying with them

Development Level: -

All of foundation and community plus

- Junior feeder club or section if appropriate
- 50% of coaches/volunteers undertaken a child protection course
- Club policies in place –
 - Equality (equality action plan)
 - Recruitment of volunteers procedure
 - Risk assessments undertaken and updated regularly
 - Health and Safety policy
- Registers taken at each session
- Incident/accident reporting systems are in place and used
- Club has a welcome pack for new members
- Club has one member that is Health and Safety 1st aid qualified (4 day course)
- Club is part of the pathway i.e. it has knowledge of / link to feeder clubs in area and where talented individuals can progress to
- The club committee are working to an agreed development plan

The Process

Stage 1

- Club phones sports development or active schools to get an application pack

- Complete registration form and submit to either your local Active Schools Coordinator or send it in to: - Club and Coach Development Officer, Sports development Room 18, Balhousie Primary School, Dunkeld Road, Perth, PH1 5DH
- Ensure all information asked for is enclosed

Stage 2

- Club receives acknowledgement of submission and who their local contact will be
- The club will be contacted by a representative from Sports Development or Active Schools and given information on how to proceed through the PACES scheme
- A meeting will be set up between the club and the Sports Development/Active Schools representative to discuss how the club can progress through the scheme. Club is given PACES pack.
- A second meeting is arranged allowing a suitable amount of time for the club to complete most or all of the criteria

Stage 3

- At the second meeting the club will provide the information they have produced/ gathered to meet the criteria
- SDO/ASC will check documentation and give advice about what still needs to be done or will award the club with the corresponding PACES level
- All documentation will be kept by the club in a PACES folder

Stage 4

- Clubs can start to work towards next level of PACES if they wish
- Yearly update information to be provided by clubs when requested
- PACES documentation folders to be reviewed bi-annually by Sports Development Team or Active Schools representative

Please indicate the level your club members and/or teams are competing at: -

	Team	Individual
Local		
District		
Regional		
National		
International		

Please indicate where your club's priorities lie for each category

	HIGH	MEDIUM	LOW	IRRELEVANT
Recreational/leisure activities				
Pre-school sport				
Junior participation standards (U18)				
Adult participation standards (18+)				
Masters/Veteran				
Performance/Elite Sport				
Coach Education				
Facility Development				
Increased participation				
Socialisation within club				
Competition				
Volunteer Recruitment				
Other (please specify)				

Club Committee and Structure

Club details for Season/Year

Please list the names and titles of the office bearers in your club

Position in club	Name	Address	Telephone Number
Chairperson			
Secretary			
Treasurer			

Please list any sub-committees or working groups and their purpose if applicable

Committee	Purpose	No of Members
e.g. Funding committee	Apply for funding and raise money	5

Check List – Foundation

ITEM	Tick if submitted	For Official use ONLY
		Comments
Copy of constitution including equity policy statement		
Evidence of bank accounts by way of Annual accounts/bank statement		
Evidence of affiliation to Sports Council/ NGB		
Copy of club structure and office bearers contact details		
Evidence of AGM		
Copy of insurance certificate/ policy		
Evidence of club holding contact details for members		
Copy of Child Protection Policy		
Evidence of Disclosure checks for all coaches and volunteers		
Evidence of access to 1 st aiders at training facility		
Evidence of coach qualifications in line with NGB/SGB recommendations		

Check List – Community

ITEM	Tick if submitted	For Official use ONLY
		Comments
Contact details of Designated Child Protection Officer/s		
Copy of recruitment of Ex-offenders policy		
Copy of coaches code of conduct		
Copy of members code of conduct		
Copy of parents code of conduct		
Copy of spectators code of conduct		
Copy of Complaints Procedure		
Copy of Disciplinary Procedure		
Evidence of club holding members medical information		
Copy of Parental consent forms for junior members		
Job description for office bearers		
Job description for volunteers		
Job description for coaches		
Copy of Volunteer Support Pack and forms		
Evidence of 1 st aider qualifications		
Copy of policy for the development/ education of coaches and volunteers		
Evidence of school/club links		
Evidence of understanding sports related equity and equality policies		
Evidence of working towards complying with equity and equalities policies		

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Declaration

I hereby state that to the best of my knowledge the information contained in this application is complete and accurate.

Signed..... Designation..... Date.....

Signed..... Designation..... Date.....

Please return to:-

**Jane Lawson
Club and Coach Development Officer**

**Sports Development,
Room 18
Balhousie Primary School,
Dunkeld Road,
Perth,
PH1 5DH**

**Telephone: - 01738 637129
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