

# ActiveWestminster Mark

## WHAT IS IT?

**ActiveWestminster Mark is an endorsement mark which shows Westminster residents that your club or organisation:**

- provides a quality sports and leisure service
- meets a range of quality standards set by the ActiveWestminster partnership.

**Being awarded the ActiveWestminster Mark entitles your club to a number of benefits including the use of a recognised symbol to help you attract residents who are choosing a leisure activity in their local area.**

### Who can apply?

The ActiveWestminster Mark is open to clubs, voluntary organisations, not for profit groups and private providers that provide sports and physical activities in Westminster.

### What benefits can I expect to get?

- 25% discount on fees and priority bookings at Westminster facilities for junior provision (15% if you are a private organisation)
- Increased access to training and development for your workforce
- Development support from Westminster Sports Unit, Volunteer Centre Westminster, Voluntary Action Westminster and other organisations
- Opportunities to be involved in Westminster initiatives including the London Youth Games, holiday camps, ongoing community sports work and other ActiveWestminster Mark organisations
- Inclusion in Westminster wide marketing and communications to raise your organisation's profile
- Enhanced links to the local community, School Sports Partnership and with national governing bodies for sport
- The opportunity to be involved in the delivery of wider partnership objectives including the five hour offer in schools incorporating after school and lunchtime clubs.

### What sorts of things prove I'm an ActiveWestminster Mark organisation?

To receive the ActiveWestminster Mark and its



benefits you need to meet certain criteria, which are shown in the evidence list at the back of this pack. Private organisations are not required to produce information disclosing their constitution, bank account or job descriptions. Those looking to work as deliverers in school PPA time are required to pass an assessment by trained staff. If you have any questions, you can contact the sports unit on 020 7641 2012.

### Jonathan Edwards, Olympic gold medallist and Westminster 2012 sports ambassador:

**"The ActiveWestminster Mark provides a great opportunity for smaller clubs and organisations to improve their horizons and attract more people to sport and physical activity."**

### Endorsement by Westminster Local Safeguarding Children's Board

**"The ActiveWestminster Mark is endorsed by Westminster Local Safeguarding Children's Board. A condition of the award is that all staff understand**



ACTIVE  
WESTMINSTER

## ACTIVESTMINSTER MARK PROCESS

Obtaining the ActiveWestminster Mark is easy, just follow this simple 4 stage process.

### 1. Contact Westminster Sports Unit

A sports unit officer will highlight the application process and provide all the necessary information.



### 2. Complete the ActiveWestminster Mark application

This can be done in writing or on line and should include all the necessary details and documentation identified.



### 3. Assessment of your application

Working with the club/organisation agree a 4 point Action Plan based around 1) Playing Provision 2) Duty of Care 3) Equity and Ethics 4) Club/Organisation Management to encourage further improvement.



### 4. Response to your application

Either the club/organisation is awarded the accreditation, they are published on the Westminster City Council website and can then enjoy the benefits of ActiveWestminster Mark, OR their application is declined with accompanying advice on what areas they need to improve/develop.

Either way the club/organisation keeps in contact with the Sports Unit and attends the twice yearly Club Network meetings.

The club/organisation and their documentation will be reviewed annually.

# ACTIVESTRIMINSTER MARK APPLICATION FORM

## CLUB DETAILS

Name of club: .....

Contact name / address: .....

.....

Postcode: .....

Phone: ..... Mobile: .....

Email: .....

### 1. Briefly what activities/sports does your club/organisation offer?

Archery   
Badminton   
Boccia   
Cricket   
Diving   
Football   
Hockey   
Karate   
Rowing   
Sailing   
Swimming   
Tennis   
Triathlon   
Weightlifting

Athletics   
Basketball   
Canoeing   
Cycling   
Fencing   
Gymnastics   
Judo   
Netball   
Rugby   
Squash   
Table Tennis   
Trampolining   
Volleyball   
Other please specify .....

### 2. Do all volunteers who work with young people (under 18) hold an enhanced Criminal Records Bureau (CRB) check and do you hold records of the CRB check number?

Yes, everyone holds the check  No   
Yes, we have this on record  No

### 3. Do all coaches/volunteers who deliver an activity at your club/organisation hold a National Governing Body Level One qualification and are these kept on record? (Please circle were appropriate)

Yes, everyone is level one qualified  No   
Yes, we keep copies of all certificates for reference  No

### 4. Do you provide activities for the following? (Please tick)

Women and girls   
People with disabilities   
Over 45s   
People from black and ethnic minority backgrounds   
People with a medical problem related to inactivity



## ACTIVESTMINSTER MARK APPLICATION FORM continued...

6. Please give the full address of any other of your locations/facilities (if applicable) (inc. postcode)

.....  
.....

7. Have you carried out risk assessments for the above location/facilities and do you keep them on record? (Please tick)

Yes, we keep risk assessments of all facilities on file and distribute these to coaches prior to undertaking activities at each location.

Yes  No

8. Do you have a designated group of a person(s) within the club who have appropriate first aid training and is this kept on file? (Please tick)

Yes, we have appropriate numbers of first aid trained staff and keep records of these qualifications.

Yes  No

9. Roughly, how many members/participants does your club work with in a 12 month period?

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10. Do you hold the below documents: (Please tick)

- A club constitution, outlining the structure of your organisation
- A child protection policy.  If yes, was this developed by your organisation or by the National Governing Body of sport .....
- A code of conduct policy.  If yes, was this developed by your organisation or by the National Governing Body of sport .....

11. Do you keep a record/evidence of participants who have attended all sessions, ie register, sessions plans, applications form etc? ( Please tick)

Yes  No

12. Do you give a short job description to all your volunteers and coaches to ensure they are clear on their role and responsibilities?

Yes everyone receives a document listing their roles and responsibilities and what is expected as a member of the team (Please tick)

Yes  No

### Council statement

Westminster City Council accepts no liability for any loss, damage or injury however arising in connection with the accreditation of any club or organisation with the ActiveWestminster Mark.

Print Name .....

Signed ..... Date .....  
(Club representative)



## ACTIVESTMINSTER MARK EVIDENCE LIST

Criteria	What we're looking for	Where can I get this/ Who can help me?
<b>1. Criminal Records Bureau (CRB) Checks</b>	Photocopy of CRB certificate. A full list of CRB numbers complete with expiry dates for all volunteers/ coaches within the club. The club should also try to show they have taken measures to make sure all these CRB numbers represent suitable checks both in terms of being enhanced CRB checks and with acceptable recommendations. Arrangements to ensure timely CRB renewals should also be in place.	Westminster Volunteer Centre can provide CRB checks for volunteers at a nominal charge and will support you through the administration process.
<b>2. Level one certificates</b>	Photocopies of all coaches' National Governing Body (NGB) level one certificate. These generally do not expire. Each group of junior participants should have access to a qualified coach.	National Governing Bodies will offer sport specific courses with qualifications. Other agencies such as Pro Active Central London and in some instances Westminster City Council will also run/host level one courses. Please speak to Coreen Brown at Westminster Sports Unit for further information on <b>020 7641 5874</b> <b>cbrown@westminster.gov.uk</b>
<b>3. Public liability insurance</b>	A photocopy of your organisation's public liability insurance as well as individual coaches insurance where relevant. Certificates must be current.	The company who insures you will provide a certificate as will National Governing Bodies who issue insurance.
<b>4. Job descriptions</b>	A group of job descriptions for all volunteers within the club detailing their different roles and responsibilities. While some roles may include a list of generic responsibilities we recommend each individual role has specific responsibilities recorded.	Some National Governing Bodies will issue volunteer job descriptions and Westminster Sports Unit can also advise around each role. Ultimately however each description will be specific to your clubs needs and volunteers' abilities/skills. To get an example contact Coreen Brown <b>cbrown@westminster.gov.uk</b>

Criteria	What we're looking for	Where can I get this/ Who can help me?
<p><b>5. Constitution, child protection and code of conduct</b>  <b>NB. Organisations who do not have a constitution should contact the Sports Unit for further advice</b></p>	<p>Three separate documents:</p> <ol style="list-style-type: none"> <li>1. A constitution with elected members of a committee and clear non discriminatory membership policy.</li> <li>2. A generic code of conduct with some outlines of consequences if not adhered to.</li> <li>3. A child protection statement.</li> </ol>	<p>Generic templates are available from National Governing Bodies and we strongly recommend adopting the relevant National Governing Body policies. All should be made available to clubs members. Locally, Voluntary Action Westminster provide support for all voluntary organisations- please contact them on <b>020 7723 1216</b> or at <b>general@vawcvs.org</b></p>
<p><b>6. First Aid</b></p>	<p>Photocopies of first aid qualifications that are in date from volunteers. Your National Governing Bodies will issue guidelines on what ratio of first aid certificates are required per group and Westminster City Council will be adhering to this where possible.</p>	<p>National Governing Bodies, Westminster City Council, Pro Active Central London, St John's ambulance and several workplaces will provide courses or relevant first aid training. Sport specific training is recommended but not essential. For further information, please contact Coreen Brown on <b>020 7641 5874</b> or <b>cbrown@westminster.gov.uk</b></p>
<p><b>7. Registers</b></p>	<p>Copies of registers from club sessions indicating the coaches present (adhering to NGB ratio recommendations), clearly indicating the nominated first aiders present in accordance with NGB recommendations.</p>	<p>These are specific to the club. Registers should hold this information as a minimum but clubs may choose to include other information for their own use. All ActiveWestminster Mark organisations will need to provide up to date monitoring of sessions upon request. (Template provided)</p>
<p><b>8. Consent form</b></p>	<p>Include some examples of child (under 18) consent forms detailing any specific medical information required by the club and some emergency contact numbers. Clubs should keep all this information on record, however upon submission this information should be treated as sensitive; and the names and other personal information should not be visible upon submission. Please ask for guidance if unsure.</p>	<p>Again, this is a club specific document. The information requested is the bare minimum but clubs may choose to ask for other information. (Please submit between 5 and 10 forms in application pack as examples.) Contact Coreen Brown for an example <b>020 7641 5874</b> or <b>cbrown@westminster.gov.uk</b></p>

Criteria	What we're looking for	Where can I get this/ Who can help me?
<b>9. Risk assessment and emergency procedures</b>	Copies of risk assessments for all facilities used by the organisations. There should also be procedures clearly outlined with how to deal with injuries of children and emergency evacuation.	Risk assessments and emergency evacuations may be held by the facility already and available upon request. Organisations can complete their own using any suitable template. Westminster City Council will provide templates upon request. Emergency procedures will be a detailed step by step guide outlining specific responsibilities and measures for child protection.
<b>10. Clear pricing strategy</b>	A clear pricing strategy should be included and visible to all in the club in order to ensure all provision is accessible to the whole community. Where applicable the pricing strategy should include discounts for young people and fees and charges set should be in line with those charged in Westminster's public sports and leisure facilities.	This will be individual to each organisation but Westminster Sports Unit can advise on most queries. The pricing policy will also be included and reviewed as part of the organisation constitution.
<b>11. Bank account</b>	Evidence of an organisation bank account with two signatories. May include letters from the bank, photocopies of blank cheques (with relevant steps to ensure fraud protection, under no circumstances send actual blank cheques).	Banks or financial providers will advise on the best way to prove you have a bank account that requires more than one signatory.
<b>12. Volunteering</b>	The organisation must have made contact and where applicable met with the Sports Volunteering officer at Westminster Volunteer Centre and considered the volunteering support available.	Contact the Sports Volunteer officer Esther Lumby at the Westminster Volunteer Centre who can be contacted on 020 7087 4352, or <a href="mailto:esther@volunteer.co.uk">esther@volunteer.co.uk</a>