**Welcome to Bronze CAPS!**

Bronze is the first level of achievement within the CAPS scheme**.** Its focus is on clubs achieving a set of core criteria which ensure that they operate to a set of consistent, accepted and adopted minimum operating standards.

Bronze CAPS consists of four sections which are:

* **The Playing Programme**
* **Duty of Care and Welfare**
* **Knowing Your Club and its Community**
* **Club Management**

As a club you need to download and complete the assessment forms for each of the 4 sections listed above and provide the evidence listed in the evidence check list. We recommend creating a folder on your computer to begin collating all of the evidence listed on the evidence checklist (make sure this is password protected).

**Priority Checklist**

This list tells you the things that you might want to work on as a priority when you start working towards Bronze CAPS. These things take longer to achieve than some of the other requirements so you don’t want to leave them until the end.

1. Ensure that you have:
* A qualified England Netball Level 1 Coach
* A qualified England Netball Level 2 Coach
* An active Umpire with an Into Officiating or above pass card

2. Ensure that relevant personnel in the club have attended the following courses:

* Time to Listen (to be attended by the Club Safeguarding Officer)
* UK Coaching Safeguarding & Protecting Children (to be attended by all lead coaches)
* A valid First Aid course (for the person in your club responsible for providing first aid)

3. Ensure that Disclosure and Barring Service (DBS - formerly CRB) checks have been undertaken for all relevant club personnel (see Guidance Notes for details on DBS checks)

4. Set up or renew a school club link with a local school

**Bronze CAPS Guidance Notes**

The guidance notes in this document are to help you with the requirements and to provide you with further information to support you during your CAPS accreditation.

Where possible, templates are provided to assist you with the evidence that needs to be submitted in your application. These are available by downloading them at

<https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/>

Your Regional Coordinator will be in touch once you have registered for CAPS to help you get started and put you in contact with your local Netball Development Officer who will support you through the process. If you are unsure about something at any point during the process, feel free to [contact](https://www.englandnetball.co.uk/support/regions/) them for support.

**Please note:** Templates are available where you see this symbol

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1. **Club Information Page**

Please complete [this form](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) with your club contact details, ensuring that the

declaration is signed and dated **within** **the current playing season.**

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1. **Site Visit Form**

Your Netball Development Officer will arrange a time to come along to a training session to do a site visit to see the club in action. The site visit should be completed before your documentation is submitted for assessment and needs to take place **within** **the last 12 months from the date you submit your CAPS folder.**

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1. **The Playing Programme**

This is section 1 of your CAPS documentation. Please [download](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) and complete “The Playing Programme – BRONZE form”.

* 1. **The Coaching Programme**

**Coaching hours during a season**

Please complete the table provided to reflect the coaching hours your club provides.

* 1. **Competitive Opportunities**

Developing a competition programme is vital for people as it is one reason why many join a sports club in the first place. Please complete the table to reflect the competitive opportunities within your club.

**NOTE:** If your club has U11 members then Bee Netball is the only game that England Netball recommends.

* 1. **Coach to Player Ratios**

It is important that your club has enough qualified coaches to provide a safe and quality experience to members and that these meet the guidelines set out by England Netball. Please complete the table to reflect:

* Who your lead and assistant coaches for each of the age groups that you provide a competitive opportunity for are
* What your coach to young player ratios at each session are
* What your coach to adult ratios at each session are
* What the ratio of players to court are in a coaching session

Please ensure you list all of the coaches involved in each of the age groups and ensure that this information is reflected on the club volunteer matrix.

* 1. **Player Pathways**

The club has knowledge of player pathways, talent ID and selection process and knowledge of coaching talented players.

Please complete the table to demonstrate you are aware of the playing pathways within your region. Please note, if you no longer have a regional academy set up, enter the details of your franchise pathway.

* 1. **Club Criteria**

Points **1.5.1 - 1.5.5** require you as a club to confirm you meet minimum criteria relating to your facilities and netball provision. You need to tick the boxes to confirm you meet the criteria.

* + 1. **Club Facility Requirements**

Categories of Facilities Explained

* **Community** (Level 1) – this category relates to school use, club training and recreational programmes.
* **Club** (Levels 2 & 3) – this category relates to competition between schools and Clubs, up to County Premier League.

For further information and guidance on facilities, please visit

<https://www.englandnetball.co.uk/get-involved/facilities/>

Please note your facility will be checked at the site visit to ensure fits the appropriate category.

* + 1. **Facility Accessibility**

Please tick the box to confirm that the venue you use meets the criteria listed.

* + 1. **The club provides a minimum of one netball per four players at each session**

The club confirms that a minimum ratio of 1:4 is provided by ticking the box on the assessment sheet.

* + 1. **The club confirms that U11 players play Bee Netball**

If your club has U11 members then Bee Netball is the only game that England Netball recommends.

Find out more here: <https://www.englandnetball.co.uk/play/bee-netball/>

Please note this will be verified at the site visit.

* + 1. **Size 4 netballs are provided for Bee Netball sessions**

The club confirms that the appropriate size balls are being used by ticking the box on the assessment sheet.Please note this will be verified at the site visit.

If you do not have an U11’s offer, please just state N/A

* 1. **Reviewing Member Satisfaction**
		1. Please explain how you engage with your members to review their satisfaction with their experience within the club. For example, through questionnaires, emails, discussion with coaches. Please confirm the frequency of these communications.
		2. Please give an example where the club have taken appropriate action to ensure member satisfaction within the club playing programme. For example, your club has reconfigured its training sessions to ensure there are sessions that cater for a range of abilities.

**1.7 Club Volunteers and Workforce understand their role and the expected standards of behaviour.**

Please explain how the club provides an induction to new club volunteers and workforce to ensure they understand their role and expected standards of behaviour.

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**1.8** **The Club has completed the** [**Club Volunteer Matrix**](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/)

This document is a table detailing the **entire** clubs volunteers including names, role, membership numbers and details of qualifications. Both committee and non-committee positions should be included.



**Volunteer Matrix Top Tips**

The volunteer matrix is a really important part of your CAPS folder. The following are top tips to ensure that your volunteer matrix is completed correctly.

* **Qualifications**

Ensure all the relevant roles listed on your volunteer matrix have an up to date qualification. The following qualifications are only valid for 3 years so ensure you are renewing as a club regularly.

* + First Aid
	+ UK Coaching Safeguarding and Protecting Children

Note: All qualifications must be in date at the time the CAPS folder is assessed by England Netball.

* **Regulated Activity and DBS checks**

Ensure that you have identified all of the roles on the matrix that meet the definition of regulated activity and therefore require an England Netball DBS check.

Note: all DBS checks must be completed via England Netball. We cannot accept DBS checks from any other organisation.

* **Membership numbers**

Please list all of your coaches’ (lead and assistant) membership numbers on the matrix to demonstrate they are insured.

* **Essential Roles**

You must have all of the roles that are prepopulated on the volunteer matrix within your club. However, we know you may have lots more roles so please add these in the rows underneath.

**1.9 The coaches responsible for overseeing the programme hold a qualification approved by England Netball.**

**1.9.1** You will need a copy of **one** of your assistant England Netball Level 1 Coaching certificates that you can upload. This must be the certificate of a coach that is listed on the club volunteer matrix.

**1.9.2** You will need a copy of **one** of your coaches England Netball Level 2 Coaching certificate that you can upload. This must be the certificate of a coach that is listed on the club volunteer matrix.

**1.10 The umpires responsible for officiating for the club hold a qualification approved by England Netball and are actively involved in umpiring**

Please ensure all umpires are listed on the club volunteer matrix and that you have a copy of **one** umpire’s umpiring pass card. This can be an Into Officiating award or above.

**1.11 The club has assigned clear roles and responsibilities for all volunteers involved with managing the club and the playing programme**

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**Roles and responsibilities**

A role and responsibility document should be provided to all club volunteers listed on the club volunteer matrix, and a copy of each role and responsibility document needs to be provided in your CAPS survey.

A [template](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) is provided to assist you with what should be included in the different role descriptions.

The following roles must be included:

* **1.11.1** Chairperson
* **1.11.2** Treasurer
* **1.11.3** Secretary
* **1.11.4** Club Safeguarding Officer (must be EN role description)
* **1.11.5** Coach
* **1.11.6** Umpire
* **1.11.7** New Member Appointed Person
* **1.11.8** Head/ Lead Coach
* **1.11.9** Club Volunteer Coordinator
* **1.11.10** For all other positions listed on your volunteer matrix
	1. **The Club provides evidence of regular training and/or development opportunities**

Please upload evidence that the club provides regular and/or ongoing training and development for coaches, volunteers, instructors and club activators (including formal and informal training).

For example, emails offering CPD/mentoring/signing up for courses/proof of coaches attending an academy session for informal CPD. A minimum of **1 piece of evidence** is required.

NOTE: There must be evidence of the club **providing or supporting** this opportunity.

* 1. **Holding sessions for new members**

Please upload evidence that sessions are held for new members and are designed at an appropriate level

Evidence can include promotion via social media/flyers to encourage new members or session plans. A minimum of **1 piece of evidence** is required.

1. **Duty of Care and Welfare**

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This is section 2 of your CAPS documentation. Please [download](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) “Duty of Care and Welfare – BRONZE form”.

* 1. **The club has access to First Aid equipment and a telephone at all coaching sessions and competitions**

Please complete the table with details of First Aid equipment and telephone availability for both training sessions and competitions.

**2.2 Emergency Procedures**

Your club has emergency procedures for dealing with serious injuries/accidents including

 ensuring contact through telephone/radio to emergency services and a qualified first aider

 **2.2.1** Please describe what the clubs emergency procedures are or provide us with a web link to your procedures.

 **2.2.2** Tell us how the club’s emergency procedures are communicated to members

This could be by publishing them on the club notice board, in the club handbook, on the club website or they could be issued to members when they join the club.

**2.3 Member Information**

The club collects and safely stores relevant member information including details of emergency/alternative contacts and medical/disability information on player registrations

**2.3.1 Outline how the club informs appropriate club personnel of any required additional needs of the players**

In the statement, explain how your club collects and communicates any required additional needs of players to relevant parties’ e.g coaches in a sensitive and confidential manner.

**2.3.2 Outline how the data is kept securely (private/personal data)**

In the statement, explain how your club keeps member data securely. For example via a password protected document or in a locked cabinet. Please note that you are required to store all personal and private data securely to meet data protection regulations.

**2.4 Your club has robust responding and reporting processes for indications of poor practise or abuse within the club**

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Please confirm the clubs reporting and responding procedures to report a safeguarding concern or concern of abuse or poor practise.

**NOTE:** there is guidance provided by England Netball on reporting processes for abuse and/or a safeguarding concern available in the [CAPS downloads section](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/).

**2.5 The club effectively communicates all of its own and England Netball adopted policies (including the England Netball Codes of Conduct) clearly with players, parents and carers, coaches, volunteers and workforce.**

Describe how your club communicates the codes of conduct with the following groups:

* + 1. All players and members
		2. All parents and carers
		3. All coaches, volunteers and workforce

This could be achieved by publishing them in the club handbook, on the clubs website or they could be issued to members when they join the club. Think about how you will communicate these with parents who are not necessarily club members.

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**NOTE**: The England Netball Codes of Conduct are available to download as [templates](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/).

**2.6 Your club adopts the England Netball Safeguarding Policy and ensures that all volunteers, coaches and workforce receive a suitable induction to Safeguarding and Welfare at the club.**

How do you ensure your volunteer workforce receive an induction that includes information about safeguarding responsibilities, policies and procedures?

In this statement you need to explain how you induct your volunteer workforce on safeguarding responsibilities, policies and procedures, Examples of how to do this include, providing policies as part of the volunteers handbook that must be signed and returned to the club to confirm understanding, running safeguarding training annually, or holding regular workshops for workforce.

**2.7 The Club has a written complaints and disciplinary policy**

Please provide a copy of the club’s complaints and disciplinary policy. This needs to **be hand-signed and dated** by two committee members.

**2.8 Please evidence that your club shares relevant safeguarding information for your club with members and / or parents or carers.**

You may share safeguarding information with members at the beginning of the year in an email, or in the club member’s handbook. Please upload **one** piece of evidence to demonstrate this.

* 1. **Ensure all volunteers who are taking part in regulated activity with children and adults have an England Netball DBS check.**

To determine which individuals within your club volunteer matrix require a valid England Netball DBS, please use the DBS Guidance and DBS Flowchart which can be located [here.](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/)

As a minimum requirement for CAPS, all lead coaches and the safeguarding officer for the club must hold a valid England Netball DBS.

Any other volunteers within the club that **meet the definition of regulated activity** must hold a valid England Netball DBS. These people must be identified on the club volunteer matrix.

**NOTE: All DBS’s must be completed through England Netball – No other DBS checks can be accepted.**

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**2.10 Please provide a copy of England Netballs’ most up to date Safeguarding Policy**

The policy can be found [here](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/).

This needs to be **hand signed and dated by two committee members** to show that the club has read the policy, has adopted it for their own use, and understands the implications and purpose of it.

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**2.11 Please provide a copy of the completed** [**England Netball Safeguarding Checklist**](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/)

This checklist needs to be completed by the club so they can ensure they have covered the minimum safeguarding requirements. The check list is available as a template for you to download and complete.

**NOTE: All of the boxes must be ticked and the checklist must be hand signed and dated by two committee members.**

**2.12 Safeguarding Officers Time to Listen**

Please provide a copy of your Club Safeguarding Officer’s Time to Listen certificate either delivered through England Netball, the County Sports Partnership or another NGB Time to Listen course.

The Time to Listen certificate must be awarded to the Club Safeguarding Officer identified on the club volunteer matrix.

**2.13 UK Coaching Safeguarding and Protecting Children Certificates for Lead Coaches**

Please provide a copy of all lead coaches’ *UK Coaching Safeguarding and Protecting Children* course certificates.

The online refresher training can be completed for the *UK Coaching Safeguarding and Protecting Children* course if face to face training has already been completed.

A SPC certificate must be uploaded for **every lead coach** listed on the playing programme and/or the volunteer matrix.

**Note:** Coaches need to attend refresher training for this course every 3 years so please ensure all your coaches have a valid certificate.

**2.14 Training Venue Risk Assessment**

Please provide a copy of the risk assessment for the club’s training venue(s). This must be dated within the **current season.**

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**2.15 Checklist to check for potential risks prior to each coaching session**

A checklist to assess for risk’s should be completed by the lead coach before the commencement of each training session. An example of this checklist **hand signed and dated within the current playing season** should be uploaded to the survey.

A [template](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) is available to show you what should be in the checklist.

**2.16 The club uses an appropriate accident reporting form**

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Please upload a copy of the club’s accident reporting form. There is a [template](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) available to assist you with what should be in your accident reporting form in the CAPS downloads section.

**2.17 A copy of valid first Aid Certificate**

Please provide a copy of a valid first aid certificate from the person who is responsible for providing first aid in the club. This person must be listed on the Volunteer Matrix.

The qualification must be "(Emergency) First Aid at Work" course, and be delivered by The Red Cross, St Johns Ambulance or from the list of EN approved providers which can be found here:

 <https://drive.google.com/file/d/1OdNoS_yj0OB2peCQXYK2h_GGAiRU8xY0/view>

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**2.18 The Club has a Health and Safety Policy**

Please provide a copy of the club’s health and safety policy which is **hand signed and dated**. There is a [template](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) available for your club to use if you should wish.

**2.19 An example of a player registration form which includes space for medical details, disability information, parental consent, contact details and emergency contacts**

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Please provide a copy of your clubs player registration from. This must include the following:

* + Medical Details
	+ Parental Consent
	+ Disability Information
	+ Contact Details
	+ Emergency Contacts
1. **Knowing Your Club and its Community**

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This is section 3 of your CAPS documentation. Please [download](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) “Knowing your club and its community – BRONZE form” and complete.

* 1. **The club has adopted a sports equality policy**

How do you communicate your club’s sports equality policy to members, parents and/ or carers and club volunteers and workforce?

This could be achieved by publishing the policy on the club notice board, in the club handbook, on the club website or it could be issued to members when they join the club.

* 1. **The club engages with and demonstrates an awareness and appreciation of who your members and volunteers are**

How does your club recognise the contribution of their workforce and volunteers?

To ensure that your workforce continue to contribute in your club it is important that they are happy and feel valued. Please detail how you thank the work of your volunteers.

* 1. **Your club has an appointed person for new member enquiries and has an agreed approach to raising participation**

**3.3.1 New Members Contact**

Please detail your club contact for new member enquiries

**3.3.2 Waiting List Policy**

* Please detail what actions are taken if the club is operating at full capacity
* What processes are in place for a waiting list?
* How is this managed and communicated with current and future member members?

**If your club is not operating at capacity, and therefore does not require a waiting list, please state this on the form.**

* + 1. **Approach to Raising participation**

 What approach does the club take to raising participation? Please detail how you encourage new members and further participation in the game.

**3.4** **Sports Equality Policy**

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Please upload a copy of your clubs sports equality policy that is **signed and dated** by two of your committee members. We recommend your club adopts the [England Netball Equality policy](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/).

 If as a club, you have created your own equality policy, it must reference the following:

* The Equality Act 2010
* All 9 of the protected characteristics within this
	+ Age
	+ Sex
	+ Disability
	+ Race
	+ Religion/Belief
	+ Gender Reassignment
	+ Pregnancy/Maternity
	+ Marriage/Civil Partnership
	+ Sexual Orientation
	1. **The club communicates regularly with parents/carers and/or members**

Please upload **one piece of evidence** to show regular communication from your club with parents and carers or members. This can be through email, social media, newsletters etc.

**3.6 The club has contact with at least one local school**

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Your Netball Development Officer will assist you with creating a link with a local school and provide you with the school club link form which needs to **be signed and dated** by a representative from the club and a representative from the school.

A template of the School/Club link form is available to [download](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/).

**3.7 The club communicates with non-active or lapsed members to encourage them to re-engage**

Please upload **one piece** of evidence to show the club has communicated recently with lapsed or non-active members. This could be communications with injured or pregnant players and could be through the email, social media etc.

* 1. **The Club provides examples of club retention activities**

Please upload **one piece** of evidence to show examples of club retention activities. This could be a fun tournament, a visit to a Superleague game or a Christmas social event, and could be advertised through the club website, an email to members, the clubs social media pages of the member’s newsletter.

**3.9 The club provides documentation specifically for new members as part of their induction**

Please provide **one piece** of evidence to show an example of the documentation provided to new members.

**3.10 The club creates opportunities to actively engage with audiences in coaching, volunteering, committee and activator roles**

Please upload **one piece** of evidence to show examples of club communications promoting or looking to engage with existing or potential coaches, volunteers, committee members or activators. This could be through website, email, social media, newsletter, flyers etc. An example would be promoting vacant committee roles.

1. **Club Management**

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This is section 4 of your CAPS documentation. Please [download](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) “Club Management – BRONZE form” and complete.

* + 1. **The club is a member of England Netball**

Please ensure your club has renewed its annual membership to England Netball, therefore validating its insurance.

* + 1. **All the club coaches are members of England Netball**

Please ensure all your club coaches (Level 1,2 and 3) listed on the volunteer matrix have renewed their annual membership to England Netball, therefore validating their insurance.

**4.2 The club is aware of their local sport development support network**

Please complete the tables on the form with the details of your local sport development network.

Contact details for your England Netball Development Officer and regional office can be found on <https://www.englandnetball.co.uk/support/regions/>.Your regional office will also be able to assist you with finding contact details for your County Sports Partnership.

* 1. **Please state how the club recognises and manages conflicts of interest, and who manages these**

Please write a statement explaining your clubs process for recognising and dealing with potential conflicts of interest. For example it may be a conflict of interest if you have a club committee member who also sits on the county or regional committee.

How are these conflicts of interest dealt with and how are they managed in an independent, non-bias manner?

* 1. **Explain how the club makes its annual financial accounts available to its members**

Please explain how your annual accounts are made available to members. The clubs financial accounts should be **independently audited** by someone outside of the club at the end of the year. The statement should then be made available to all members within the club through the website, e-mail, handbook or other appropriate method such as presentation at the AGM,

* 1. **Please confirm which committee members listed on the Club Volunteer Matrix are related or cohabiting (this includes non-committee members with a voting right if this is applicable)**

To ensure good governance, no more than 3 people on the committee should be related or cohabiting to ensure there is a fair representation governing the club.

* 1. **The club provides a copy of their constitution which outlines why the organisation exists, demonstrates how decisions are made and how it operates.**

The following elements **must** be included within your constitution

* **4.6.1 -** Contain a statement relating to non-discriminatory and open membership
* **4.6.2 -** Signed and dated **within the current season** by two members of the committee
* **4.6.3 -** Contains the clubs financial management and systems in place, including the requirement for 2 signatures on the bank account
* **4.6.4 -** States how the clubs elects its officers and appointed members onto the committee
* **4.6.5 -** Includes how the clubs annual accounts are independently reviewed and by who (must be someone other than the treasurer)

There are templates available for you to utilise and ensure that you meet all sections specified.

* 1. **The club provides evidence of club meeting minutes to demonstrate the club meets regularly and decision making is minuted and approved**

Please upload **one copy which is dated within the last 12 months** and must include actions.

* 1. **The Club provides evidence of training that club committee members have undertaken (formal/informal) within the last 12 months.**

This could be club matters training, GDPR training, or evidence to show that the club has undertaken formal or informal training relevant to governance and volunteering. Please upload **one copy.**

* 1. **The club has a specific membership category and pricing policy for children and young people**

This might be stated in your club’s constitution, on player registration forms, handbook or AGM meeting notes. Please provide a copy of **one** of these which should indicate that junior fees are less than adult fees.

**4.10 A copy of your clubs development plan covering 1 year**

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The club must provide a one-year development plan for the current season covering the following:

* The Playing Programme
* Duty of Care
* Club Management
* Volunteering
* Recruiting and Retaining Members

The action plan must show review dates for each section and costs.

There is a [template](https://www.englandnetball.co.uk/support/support-for-organisations/clubs/caps/resources/) provided to assist you with how you can develop your club in each of these sections.