



Perth and Kinross Accredited Club Excellence Scheme

Does your club have?

- A constitution
- Bank account
- Child protection procedures
- Affiliation to Sports Council/NGB
- Membership forms
- Qualified coaches
- Access to first aid
- Disciplinary procedure

If YES, become part of PACES to receive these benefits:

- Advice and Support from Sports Development and Active Schools teams
- Prioritised facility bookings
- Discounted coach development courses
- Promotion in Sports Development, Active Schools and Sports Council media
- Increased access to funding

If NO, Support templates and advice are available to fulfil criteria

***National Governing Body accredited clubs will be transferred to the appropriate level**

Three levels of accreditation:



For further information and an application form please contact:

Perth and Kinross Council
Sports Development Team
01738 472236

www.pkc.gov.uk (Sports Development)
pkcsport@pkc.gov.uk



What is PACES?

PACES is a straightforward accreditation system that has been designed to help sports clubs in Perth and Kinross operate efficiently and effectively. The process of accreditation will lead to improvements in club development as clubs reflect on how they can improve. PACES recognises that your club provides high quality sporting opportunities and provides tangible benefits to the club.

Once accredited, clubs can promote their quality status on all club documentation and publicity materials to prove your club's credentials to:

Members – indicating that your club is well-run, efficient and effective

Coaches and instructors - showing that you take your sporting activities seriously and you support your volunteers

Parents and teachers - demonstrating that you are safe and have good child protection measures in place

General public – reassuring everyone that you care about your sport and its organisation, and that you can be relied upon

How to apply

- Complete an application form available at: www.pkc.gov.uk (Sports Development)
- Club contacted and meeting set up with Sports Development Officer to discuss PACES
 - Club given support to provide PACES criteria
 - Club can work to next level of PACES accreditation if they wish
 - PACES information reviewed every two years



<p>Club membership form</p> <p>Bank account</p> <p>Qualified coaches</p> <p>Access to a qualified first aider at all sessions</p> <p>Disciplinary procedure</p>	<p>xi) Disclosure Scotland guidelines</p> <p>Club membership form template</p> <p>Sports Development to provide details of relevant coaching courses</p> <p>First Aid Guidelines</p> <p>Disciplinary procedure template</p>	<p>v) Signed copy of Recruitment procedure</p> <p>vi) Evidence of disclosure checking or PVG scheme membership for all volunteers/coaches in a childcare position</p> <p>Copy of club membership form including emergency contacts, relevant medical information and parental consent</p> <p>Copy of bank statement or account</p> <p>Evidence of an appropriate coaching qualification</p> <p>i) Details of First Aider available to club members</p> <p>ii) Copy of First Aid certificate (minimum requirement 4-hour emergency first aid)</p> <p>iii)</p> <p>Signed copy of club's disciplinary procedure</p>
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Foundation Level Benefits

**Advice and Support from Sports
Development and Active Schools
teams**

Ability to book book facilities

**Promotion of club in PKC/SC websites,
PKL facilities and Active Schools
network**

**Increased access to Sports Council
coach education and club development
grants**



Level 2 COMMUNITY		
PACES Criteria	PACES Resource Provided	Evidence Required
Risk assessment procedure	Risk assessment template	Copy of relevant risk assessments
Monitoring attendance procedure	Register template	Evidence of monitoring of membership of agreed period
Coaching qualifications in line with NGB recommendations	Sports Development to provide information on relevant coaching courses	Evidence of coaching qualifications in line with Governing Body recommendations
Evidence of club working towards a development plan	Development plan template and guidelines	Meeting with Sports Development Officer to discuss initial thoughts and outline some aims
Knowledge of Sporting Pathway	N/A	Discussion
Community Level Benefits Two free places on SCUK courses in Perth and Kinross Increased access to the Perth and Kinross Scholarship coaching development fund supported by the Gannochy Trust		



Level 3 DEVELOPMENT		
PACES Criteria	PACES Resource Provided	Evidence Required
Club development plan	Club development plan template	Copy of club development plan. Including a number of the following criteria <ul style="list-style-type: none"> • Engagement with SDO's or local sports specific officers • Contribution to S+AR priorities • Codes of conduct for members • Incident/injury reporting procedure • Equity policy • Coach development plan • Confirmation of engagement with CSP
Engagement with local Community Sports Partnership	Sports Development to provide information about local Community Sports Partnership	
Identification of Club's role within the sporting pathway	N/A	Discussion
Development Level Benefits Priority lets Priority access to 'Innovations' fund and focussed club development support		





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Application Form

Club Name							
Sport							
Contact Name							
Position in club							
Contact Address							
Telephone							
Email							
Level of accreditation applied for	Foundation Community Development						
Community Sports Partnership area club is training in (Please circle)	<table> <tr> <td>North Perth</td> <td>South Perth</td> </tr> <tr> <td>Highland</td> <td>Kinross</td> </tr> <tr> <td>Eastern Perthshire</td> <td>Strathearn</td> </tr> </table>	North Perth	South Perth	Highland	Kinross	Eastern Perthshire	Strathearn
North Perth	South Perth						
Highland	Kinross						
Eastern Perthshire	Strathearn						
Is your club affiliated to the Perth and Kinross Sports Council or your National Governing Body (please specify and give membership numbers)?							



Is your club working towards or has achieved another accreditation award (please specify)?						
Number of club members						
Age range covered	Age group (e.g. U12, Adult)					
	Male					
	Female					
Qualified coaches	Level (e.g. UKCC Level 1)					
	No. of coaches					
Please indicate your club's main development priorities (e.g. increased junior section, improved facilities, coach development, volunteer recruitment, club socialisation)						
Please indicate the most appropriate person within your club to contact with future Perth and Kinross Sports Development opportunities						

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

Signed: _____

Please return completed forms to:

Sports Development, 79 Dunkeld Road, PERTH, PH1 5DH

01738 472236

pkcsport@pkc.gov.uk



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Club Monitoring Evaluation Form

Club : _____

CSP Area : _____

Date of Accreditation : _____

Date of review: _____

Club Rep : _____

Officer : _____



<p>Club membership form</p> <p>Bank account</p> <p>Qualified coaches</p> <p>Access to a qualified first aider at all sessions</p> <p>Disciplinary procedure</p>	<ul style="list-style-type: none">iv) Signed copy of disciplinary procedurev) Signed copy of Recruitment procedurevi) Evidence of disclosure checking or PVG scheme membership for all volunteers/coaches in a childcare position <p>Copy of club membership form including emergency contacts, relevant medical information and parental consent</p> <p>Copy of bank statement or account</p> <p>Evidence of an appropriate coaching qualification</p> <ul style="list-style-type: none">i) Details of First Aider available to club membersii) Copy of First Aid certificateiii) (minimum requirement 4-hour emergency first aid) <p>Signed copy of club's disciplinary procedure</p>	
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Level 2 COMMUNITY		
PACES Criteria	Evidence Required	Evidence Seen
Risk assessment procedure	Copy of relevant risk assessments	
Monitoring attendance procedure	Evidence of monitoring of membership of agreed period	
Coaching qualifications in line with NGB recommendations	Evidence of coaching qualifications in line with Governing Body recommendations	
Evidence of club working towards a development plan	Meeting with Sports Development Officer to discuss initial thoughts and outline some aims	
Knowledge of Sporting Pathway	Discussion	



Level 3 DEVELOPMENT		
PACES Criteria	Evidence Required	Evidence Seen
<p>Club development plan</p>	<p>Copy of club development plan. Including a number of the following criteria</p> <ul style="list-style-type: none"> • Engagement with SDO's or local sports specific officers • Contribution to S+AR priorities • Codes of conduct for members • Incident/injury reporting procedure • Equity policy • Coach development plan • Confirmation of engagement with CSP 	
<p>Engagement with local Community Sports Partnership</p>		
<p>Identification of Club's role within the sporting pathway</p>	<p>Discussion</p>	