









Foundation

People
& Clubs



Accreditation Criteria

Club Development

Criteria	Description	Development Club
Evidence of committee/board decision taken on appropriate organisational status.	Minutes of club committee meeting and members.	
Have a club development plan and evidence of implementation.	Copy of action/development plan, including detailed information on planned actions and review.	
Have explored how people with disabilities could be included in your club.	<p>Provide a copy of a club development plan which investigates how the disability groups could be included in your club and highlight the points relating to the inclusion of people with disabilities.</p> <p>OR</p> <p>Provide meeting notes/email correspondence of discussions with Irish FA/ DSNi/other relevant organisations on the inclusion of the four main disability groups in your club.</p>	
Demonstrate contact with schools.	Letters, emails or photos of club links with local school/s.	
Evidence of communication with the local authority sports development contact.	Copy of correspondence with local sports development staff and council.	
The club must have a minimum of three teams.	List of teams on development plan.	



Foundation

People
& Clubs



Accreditation Criteria

People Development

Criteria	Description	Development Club
Communication with your members.	Evidence of ongoing communication with members via appropriate methods eg newsletters, website, social media. Evidence that the club actively follows up with non-active members and lapsed member to re-engage. Examples of initiatives or sessions to attract new members through established partnerships eg local schools, colleges, community groups etc.	
Club volunteering policy.	Copy of the club volunteering policy.	
Club coaches/volunteers induction process.	Documentation which demonstrates the club's induction process for new coaches and volunteers.	
Details of coaches' qualifications.	Details of junior coaches' qualifications.	
Role descriptions.	Copy of different club roles.	
Clubs coaching programme for all participants.	Documentation detailing the clubs coaching programme for children and young people.	
Clubs coach: participant ratios within the junior club/section.	Documentation detailing the club's coach: participant ratios within the junior club/section.	
Appointment of designated person for safeguarding and attendance at designated children's officer workshop training.	Name of appointed designated person, demonstrate and submit copies of certificates of attendance at Welfare Officer training.	
Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Irish FA Safeguarding Children and Young People.	Evidence of attendance.	
Evidence of Access NI enhanced disclosures for all coaches/volunteers.	Details listed on Club Development Plan or on a separate document.	









Foundation

People
& Clubs



Accreditation Criteria

People Development continued

Criteria	Description	Development Club
Codes of conduct for coaches/volunteers.	Copy of codes of conduct. Details of how this is communicated to coaches and volunteers.	
Codes of conduct for children/young people.	Copy of codes of conduct/rules. Details of how this is communicated to children and young people and parents/ guardians.	
Code of expectations for parents/guardians.	Copy of codes of conduct/rules. Details of how this is communicated to children and young people and parents/guardians.	
Club engages with parents through parents' evenings.	Evidence of meetings/feedback collected from parents.	
Lead coaches at youth level to have completed the Irish FA Grassroots Introduction course.	Copy of certificates.	
Provide evidence of gaining regular feedback from members (coaches, players, committee).	Evidence of feedback.	





Foundation

People
& Clubs



Accreditation Criteria

Club Operations

Criteria	Description	Development Club
Evidence of public liability Insurance.	Copy of certificate or explanation of cover if through governing body affiliation. Copies of coaches' insurance.	
Evidence of governing body affiliation.	Copy of affiliation letter/affiliation number or correspondence confirming affiliation.	
Evidence of open and non-discriminatory constitution.	Copy of constitution.	
Equity policy.	Copy of policy.	
Membership fee and pricing policy.	Copy of insurance.	
Club facility access audit and action plan for people with disabilities.	Club facility access audit and action plan.	
Professional indemnity insurance for all coaches.	Copy of professional indemnity insurance for each coach for all activities undertaken. In cases where coaching insurance is included as part of membership of an organisation or covered by club/governing body this should be documented and the relevant correspondence/certificates included to evidence this.	
The intra and/or inter club competitive opportunities.	Documentation detailing the intra and/or inter club competitive opportunities that the club make available to members of the various elements of their junior section/club.	
Risk assessment.	Copy of risk assessment template used.	
Access to first aid at all coaching and competitions.	Detail how club provides first aid at coaching and competition sessions.	
Evidence of processes & documents for recording accidents and incidents.	Copy of club's procedures and pro forma for managing and recording accidents and incidents.	
Evidence of attendance at all coaching and competition sessions.	Copy of the register-taking at all coach and competition sessions. (A blank template will suffice.)	







Foundation

People
& Clubs



Accreditation Criteria

Club Operations continued

Criteria	Description	Development Club
Parent and emergency contact details.	Detail how the club holds the contact details of parents/guardians and emergency contacts. Copy of parents/guardians and emergency contacts form, or membership form which records parents/guardians and emergency contacts. (A blank template will suffice.)	
Information on medical conditions of all persons involved in sport.	Detail how the club holds the contact details on any medical conditions of children and young people on a need-to know basis. Copy of medical information form or membership form which records medical information. (Blank template will suffice.)	
Parental/guardian consent for young people to participate in the activity.	Copy of consent form or membership form which requests written consent. (Blank template will suffice.)	
Copy of safeguarding policy.	Copy of the club's safeguarding policy.	
Club to have a social media presence and share these details with Irish FA.	Add details to the attached form.	