

BRITISH KORFBALL ASSOCIATION

BRITISH
Korfball
ASSOCIATION



FORMING A NEW KORFBALL CLUB

ADVICE ON THE SETTING UP AND MANAGEMENT OF A NEW KORFBALL CLUB

2 April 2004

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INTRODUCTION

In January, 2004, the British Association (BKA) introduced a Five-Year Development Plan for the sport with the fundamental and ultimate aim of improving the quality of korfball played in the United Kingdom. For this to be achieved, every aspect of the management of the sport needs to be reviewed so that, for example, the administration and organisational aspects of the sport are able to actively encourage, and properly support, the developments that are sought nationwide.

The BKA Executive Committee recognises that planned developments must be properly co-ordinated to achieve optimum results, hence the importance of the Development Plan. Apart from looking closely at the supporting functions, the Executive Committee has decided that a specific major aspect of the sport will be emphasised in each of the five years of the Development Plan, and Year 1 (commencing on 1 May, 2004 – the beginning of the BKA's financial year) will be devoted to encouraging more people to play the sport.

The main ways that increased participation can be achieved are by (i) forming new clubs, (ii) increasing the membership of existing clubs, (iii) encouraging more universities to introduce korfball and so strengthen the British Student Korfball Association and (iii) introducing korfball in many more schools. This particular booklet relates to the setting up of new clubs and is intended to offer advice on issues to address if you are planning to embark upon such an initiative.

This booklet is not intended to be prescriptive. It does, however, cover most of the issues that would need to be addressed during the preparatory stages of forming a new club and, subsequently, during the ongoing management of the club. The content is also not exhaustive as other issues will need to be addressed to meet the unique circumstances associated with the club concerned. Conversely, some of the content may not be relevant to every new club and there could be perceived to be some overlap. From time to time during any club's existence, however, its rules and procedures need to be reviewed to respond positively to national and club developments and for it to remain successful within its own sphere of ambition.

What the BKA is particularly keen to see is clubs being proactive and so moving with the times. Nothing is worse for the BKA than to see a club cease to exist. For a club to be successful, it requires the investment of much time and effort by as many of its members as possible in the running of the club. It goes without saying that "the more you put in the more you get out" and what more enjoyment can anyone ask for than being part of a successful korfball club.

Ideally, what I would like to do over time is to post on this website the experiences (good, bad and indifferent) of those who have formed new clubs as I believe this can only add value and credibility to the whole initiative for the benefit of others in the future and, ultimately, for the benefit of Korfball in the United Kingdom.

Good luck!

David Hubbard

BKA Development Officer

1 - THE PREPARATORY WORK

The decision to set up a new korfball club is not one to be taken lightly but, having embarked on the process, much fun and enjoyment can be experienced. There is, of course, the initial stimulation of the challenge and, for many, it will be a journey into the unknown, being the first time that it has been attempted. The forming of a new club, and its successful management, also carries with it certain responsibilities that cannot be taken lightly.

So, over a period of time, you will experience a range of emotions and one of the fundamental aims of this booklet is to tip the balance very much in favour of fun, enjoyment, stimulation, success (in whatever guise) and the pleasure of enjoying the company of friends.

Despite being a minority sport, and patchy in its distribution throughout the United Kingdom, korfball has more selling points than most other sports and this should be an advantage in any endeavours to form a new club.

The following paragraphs in this section deal with the preparatory work associated with the forming of a new club.

How long will the project last and who will manage and supervise it?

I am sure many of you would like to form a new club but, to be fair to yourself, it is very important to ensure the investment of you and your team's time can be sustained for the full duration of the scheme. At the outset, therefore, you need to decide for how long you intend to fully supervise the scheme before gradually taking more of a back seat. From the experience of others, a ten-week period (of one two-hour session per week) is sufficient to teach the basics of korfball (technique, co-operation and tactics) and for the participants to form a club.

Other external factors could influence the length of the initial period but it is important that you and your team of coaches and helpers know, at the outset, what your time commitment will be so that the course can be properly sustained. It is vital that you do not embark on such a scheme on your own or, if you do, enlist help from others at the earliest opportunity. Arguably the worst scenario would be that a session has to be cancelled because there is no organiser available. This could upset the rhythm of the course and result in a drop-off in attendance at a crucial time.

Planning the project

It is very important to give quite a bit of thought at the outset to planning the course and the following should be consciously addressed:

- The lead-in time before the sessions are due to start.
- What needs to be organised. It is important to allow sufficient time to be able to effectively publicise the project but not so much time that the impetus and enthusiasm starts to wane.
- The allocation of tasks. It is important that you are not a one-person team, unless there is no alternative, and the workload is shared but, nevertheless, properly co-ordinated.

Funding the project

It is important to cost the project at an early stage, and particularly before committing yourself to any expenditure. The expenditure headings would include hire fees for the hall, printing and stationery, equipment purchase or hire (if existing posts, baskets, balls and bibs cannot be borrowed from other clubs in the area, the Area Association or the BKA). The BKA would be able to hire out posts and baskets but it may need to order new sets if its existing stock is already being used elsewhere – hence the need for quite a few weeks' notice. Income headings could include sponsorship, fees paid by participants, support from your Area Association and BKA start-up funding. Details of the BKA Start-Up Assistance Package for new clubs are available on the website.

Look carefully at the cash flow as well. Even if, over the full period of the scheme, you are likely to cover your costs, there could be cash flow difficulties in between. So prepare a week-by-week statement of income and expenditure to see when you will be short of funds so that you can address the issue at an early stage in the proceedings. If your Area Association or others cannot provide the bridging funding, please contact the BKA.

Involving other agencies

In most areas, there will be a sports development team within either the county council or other local authority but the resources available to it will vary quite considerably from one authority to another. What the team could possibly provide is:

- Encouragement for your project.
- Advice on suitable venues (eg school sports halls or sports centres),
- Personal contacts that you could approach for assistance in some shape or form. If you could enlist the support of a schoolteacher or a member of staff within a sports centre it could be immensely helpful to you in a number of ways (eg promotion, publicity, organisation).
- Direct financial support from the council.
- Other possible sources of financial support, or support in kind, for the project (eg sponsorship, Awards for All grant).
- Free publicity.

Choice of venue

It may be that you had decided at an early stage on the venue for the setting up of the new club but, if not, the following factors are worth considering:

- **Geographical location** – The project will stand more chance of success if it is located within a well-populated area and easily accessible to the organisers. It would also be beneficial if it is not too far from other clubs from the point of view of encouraging those clubs to provide some support for the new club in its early months.

- **Venue** – Quite often the number of venues (eg sports centres, schools, community centres) in the chosen area will be limited but, where a choice does exist, check on the suitability of
- **the sports hall** (eg size, lighting standard, lack of obstructions, ceiling height, quality of flooring, parking facilities), its availability and the cost of hiring. Also ascertain whether there is likely to be support for your project from within the complex (eg from sports centre or teaching staff). The value of having, for example, teachers keen on developing the sport will be considerable as they will actively encourage the pupils to take part. They could also encourage the school to include korfball within the school curriculum and, in secondary schools, include the sport within the PE curriculum for GCSE and A Level examinations, for which policies have already been written by Jackie Hubbard.

Booking the sessions

As mentioned earlier, a two-hour session once a week for ten weeks would be a good length of booking at the outset. Within sports centres, weekday evenings from about 6.30pm are the most popular times but weekends are not normally quite so busy. The availability of school sports halls, however, will vary depending on the size of the hall and the school's attitude to community bookings. The advantage of a sports hall, though, is that the pupils at the school, and so their parents, may be a good potential source of players.

When enquiring about a block booking over the full period envisaged, check the VAT situation. Customs and Excise change their rules from time to time but, for a regular weekly booking over a ten-week period, with payment made in advance, the booking may be exempt from VAT, which makes a big difference to the financial viability of the scheme. If, however, a booking is not fulfilled for any reason, you would not be able to claim a refund from the centre or school.

Promotion and publicity

Allow yourself sufficient time to effectively publicise the project. The main methods of publicity are:

- Hand-outs to individuals.
- Posters to be placed on notice boards within sports centres, schools, libraries and elsewhere, as appropriate.
- Editorial or advertising in local newspapers. It can be very helpful to speak to the sports editor about your plans and, if you are prepared to write an article, the sports editor will probably include it in the newspaper. Obviously, advertising would have to be paid for so this is the lesser option.
- Inclusion of information within any publicity produced by the sports centre or school.
- Providing one-off taster sessions at sports centres or schools. If held at schools, these would need to be during, or immediately after, the school day so your availability could be an issue. You would probably be asked to confirm you have CRB clearance and it is also important that you have a teacher present throughout the session(s) in case of accidents or other incidents occurring. During school holidays, most sports centres organise activity programmes for children and taster sessions of, say, one hour plus could be included.

Planning the sessions

It is very important that each session is properly structured so that (i) there is continuity and progression of learning, (ii) each session is dynamic and enjoyable, (iii) there is regular re-enforcement and (iv) you make the best use of you and your team's time. For each session, decide what outcomes you are looking for the participants to achieve (eg the skills and tactics learnt).

Prepare session plans and keep them for future reference.

Make sure you maintain discipline and respect throughout and this is particularly important if children/teenagers are present. Also encourage parents to become gradually involved.

The Skills' Award Scheme

An extremely good Skills' Award Scheme has been written by Jackie Hubbard and quite a few clubs and schools have taken advantage of it. It provides national benchmarks for four different levels of skill that are linked to the Key Stages within the school curriculum and is well worth introducing within the first ten weeks of the scheme. This should be at least self-financing, with each participant paying for badges earned.

Forming a new club

After the first three or four sessions, you need to consider the setting up of the new club and discuss this with the participants. A specimen club constitution appears later on and it will be important to agree the new club's constitution so that the Chair, Treasurer and Secretary, at least, can be elected and the club can set about raising its own funds to sustain it in the future. If grants are to be sought, it is important to have the constitution in place as this will almost certainly be asked for with the application.

Make sure the new club takes out its own insurance cover or is included within the BKA's umbrella policy. The latter option is likely to be the most cost effective option and you are advised to contact the BKA's Finance Officer.

Ongoing publicity

If you can find the time, try to obtain some publicity in the local newspapers for the project as it progresses. Encourage a reporter and/or a photographer to come along to a session or, if this is not possible, write an article and take a photograph for the newspapers.

Keep your Area Association and the BKA advised of progress.

"After-sales service"

Once the initial booking period comes to an end, it would not be advisable to leave the new club totally to its own devices, unless of course you intend to remain with the club indefinitely. It will need ongoing support to some degree so that the club builds on the skills it has already learnt, but this should reduce as time passes. Encourage club members to gradually take on the coaching and refereeing commitments so that it becomes less and less dependent on you and your team, unless of course you wish to continue in these roles. Encourage club members to attend BKA coaching and refereeing courses from time to time to develop their skills in these will be for the benefit of the club and the individuals concerned.

2 - MODEL RULES AND CONSTITUTION

Notes

When forming a new korfball club, it can be a chore to have to draw up a set of rules and a constitution unless, of course, you are able to draw on your experiences elsewhere. The following suggested clauses are, therefore, intended to help you on your way. Individual clauses may need to be amended, and maybe extra clauses added, to meet the needs of each new club but at least it is a start so the Secretary, or whoever is charged with the responsibility, can hit the ground running.

It is important that the club has a set of rules and a constitution for the smooth functioning of the club but it is really important if the club is seeking financial assistance from external sources. It demonstrates that the club means business and should inspire confidence within any grant-giving body.

MODEL CLAUSES

1. NAME

1.1. The name of the club shall be the *New Korfball Club*.

2. PURPOSE AND INDIVIDUAL RESPONSIBILITY

2.1. The purpose of the Club is to:

- (i) Encourage Club members to play Korfball at the highest level at which they wish, and are able, to play;
- (ii) provide effective organisation and management through the Executive Committee in support of the players and the teams;
- (iii) provide the means for the continued growth and development of the Club in all respects;
- (iv) promote the sport of Korfball in the area and maintain the integrity of the Club, and
- (v) ensure that the Club's activities remain at all times within the current policies and guidelines of the International Korfball Federation (IKF), the British Korfball Association (BKA) and the Area Association for Korfball.

3. OFFICERS OF THE CLUB

- 3.1. All the Officers of the Club shall serve in an honorary capacity for two years after which they may seek re-election. The odd numbered posts, as detailed in Rule 3.4, will be elected during the odd numbered years and the even numbered posts during the even numbered years.
- 3.2. No person under the age of sixteen years may be elected as an Officer of the Club.
- 3.3. All Officers shall be elected at the Annual General Meeting (AGM) and will constitute the Executive Committee.
- 3.4. The Officers of the Club shall be the following:
- | | |
|--------------------------|------------------------------|
| 1. Chairperson | 2. Vice-Chairperson |
| 3. Treasurer | 4. Secretary |
| 5. Coaching Co-ordinator | 6. Development Co-ordinator |
| 7. Publicity Officer | 8. Social Co-ordinator |
| 9. Team Manager(s) | 10. Child Protection Officer |
| 11. Ordinary members (2) | |

4. GENERAL MEETINGS

- 4.1. The Annual General Meeting (AGM) shall be held in July each year, with all members receiving at least twenty-eight days' notice in writing of each meeting.
- 4.2. The ordinary business of the AGM shall be to:
- (i) approve the minutes of the previous AGM and the minutes of any Extraordinary General Meetings(EGM's) held since the previous AGM;
 - (ii) receive the Chairperson's report;
 - (iii) receive the Treasurer's report;
 - (iv) receive the Secretary's report;
 - (v) elect the Officers in accordance with Rule 3.4;
 - (vi) elect the Honorary Auditor for the ensuing year, and
 - (vii) receive proposals for the amendment of the Club's Rules and Constitution.
- 4.3. Nominations for the various Officer posts subject to election at the AGM shall be received by the Secretary prior to the day of the AGM and each such nomination must be submitted with the consent of the member being nominated.
- 4.4. Casual Officer vacancies and additional appointments to other committees shall be filled at the next Annual General Meeting of the Club, or at an Extraordinary General Meeting called specifically for the purpose.

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- 4.5. Any member wishing to raise an issue at the Annual General Meeting shall give notice of such business in writing to the Secretary at least twenty-eight days before the meeting.
- 4.6. The wording of any proposed amendments to the Rules and Constitution of the Club shall be submitted to the Secretary at least twenty-eight days before the date of an AGM, and the Secretary shall circulate a copy of each such proposal to the members at least fourteen days before the meeting, including the names of the proposer and seconder.
- 4.7. The Secretary shall circulate minutes of each AGM and EGM as soon as possible thereafter and in any event not more than twenty-eight days after the meeting.
- 4.8. Extraordinary General Meetings may be requested by not less than eight members, at least two of whom must be Officers of the Club, who shall inform the Secretary accordingly. The Secretary shall provide at least twenty-eight days' notice of the EGM to all Club members, together with details of each proposed resolution and the names of the proposer and seconder.
- 4.9. The quorum for AGMs and EGMs shall be one quarter of the paying membership of the Club. If the number of members attending such a meeting, and who are eligible to vote, is less than the quorum no decisions shall be taken at the meeting that affect the management of the Club's affairs.
- 4.10. Only fully paid-up members of the Club shall be entitled to vote at AGM's and EGMs. Each such member shall be entitled to one vote on each issue. For a proposed change in the Club's Rules and Constitution to be approved, at least two-thirds of those members entitled to vote must vote for the variation. For other issues requiring a vote to be taken, decisions will be taken based on a straight majority vote. In the event of a tied vote in the latter instance, the Chairperson shall be entitled to exercise a second and casting vote.
- 4.11. Voting shall be by a show of hands unless a secret ballot on a particular issue is agreed beforehand by a majority vote.

5. ADMINISTRATION

- 5.1. The Club shall be governed by the Executive Committee and shall consist of the Officers elected at the AGM.
- 5.2. The Executive Committee shall meet within twenty-eight days after each AGM and shall determine the frequency of such meetings during the course of the year. The Executive Committee shall, however, meet at least four times a year.
- 5.3. Decisions at Executive Committee meetings shall be taken by majority voting, with the Chairperson being entitled to a second vote in the event of a tied vote on any issue.
- 5.4. Minutes of every Executive Committee meeting shall be kept by the Secretary and shall be open to inspection by other Club members, on request.

- 5.5. Any fully paid-up Club member shall be entitled to attend an Executive Committee meeting as an observer and may only take part in the discussion of any item with the prior permission of the Chairperson.
- 5.6. Any vacancy arising on the Executive Committee may be filled by the Executive Committee as a temporary measure until the next General Meeting.
- 5.7. The quorum for the Executive Committee shall be four Officers, one of whom must be the Chairperson or the Vice-Chairperson.
- 5.8. The Executive Committee shall have the power to appoint sub-committees if considered to be in the best interests of the Club and, in each such instance, shall determine the sub-committee's terms of reference and membership.
- 5.9. The Executive Committee shall have the power to co-opt members to the committee, each of whom will have full voting rights.
- 5.10. The Executive Committee shall have the power to appoint the Club coaches.

6. SELECTION OF TEAMS

- 6.1. The selection of teams shall be the sole responsibility of the appointed team coach or manager, as determined by the Executive Committee.
- 6.2. In the event of a selection disagreement or any dissatisfaction over team selection, the Coaching Co-ordinator shall be the final arbiter.

7. FINANCE

- 7.1. The *New Korfball Club* shall adhere to accounting requirements at least equivalent to those of the Charities Acts in force at the time relevant to the projected income and expenditure levels of the Club. These include:
 - (i) the keeping of adequate accounting records for the *New Korfball Club*;
 - (ii) the preparation of annual statements of income and expenditure and a balance sheet;
 - (iii) the auditing of the accounts by an Honorary Auditor appointed at the AGM, who shall not be an Officer of the Club;
 - (iv) the recording of all financial transactions on a day-by-day basis, with sufficient explanations to enable proper accounts to be prepared at any time;
 - (v) the retention of prime documents in support of financial transactions for at least three financial years, and
 - (vi) the recording of the assets and liabilities of the Club.
- 7.2. The Club shall appoint bankers, as recommended by the Executive Committee, and all income shall be deposited in the account(s) opened at the bank.

- 7.3. The Executive Committee shall appoint at least three bank signatories, two of whom must sign every cheque drawn on the Club's bank account(s). Two of the signatories shall be the Chairperson and the Treasurer.
- 7.4. The financial year for the club shall commence on 1 June and end on 31 May the following year.
- 7.5. The Treasurer shall present the draft final accounts for each completed year to the appointed Honorary Auditor, together with all supporting documents, to enable the audit to be completed in time for the AGM in July.

8. TEAM COLOURS

- 8.1. The team colours shall be and as the alternative for away matches.

9. LIABILITY

- 9.1. The *New Korfball Club* shall take out insurance cover appropriate to its activities, with the level of cover being reviewed by the Executive Committee from time to time. No personal accident insurance cover shall be provided for Club members and individual members shall be advised to arrange their own cover if considered to be necessary.

10. CHILD PROTECTION

- 10.1. The *New Korfball Club* shall abide in all respects, and at all times, with the BKA's current Child Protection Policy and recommended practices.

11. BEHAVIOUR OF MEMBERS

- 11.1. The *New Korfball Club* expects every member to behave in an exemplary manner when representing the Club in any capacity. Any behaviour falling short of these standards will be the subject of detailed investigation by the Executive Committee or a sub-committee appointed by it for this purpose, and that committee or sub-committee shall have the power to impose sanctions on any player who is found to have behaved in a manner falling short of the standards set. Such sanctions shall be in line with the gravity of the misdemeanour.
- 11.2. Every member of the Club will be required to sign an undertaking to abide by any Code of Conduct introduced by the Club.

12. DISSOLUTION

- 12.1. The *New Korfball Club* may be dissolved by a resolution passed by at least two-thirds of the members present, and eligible to vote, at an Extraordinary General Meeting convened for the purpose and in respect of which at least twenty-eight days' notice has been given to all members in writing by the Secretary. Such resolution shall give instructions for the disposal of any assets held by, or in the name of, the *New Korfball Club*, provided that, if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to, or distributed among, the

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members of the *New Korfball Club*, but shall be given or transferred to such other charitable institutions, or institutes, having objects similar to some or all of the objects of the *New Korfball Club* and, if insofar as effect cannot be given to this provision, then to some other charitable purpose.

The above Rules and Constitution were adopted by the Club at the Annual/Extraordinary General Meeting of the *New Korfball Club* held on

Signed: Chairperson:

 Vice-Chairperson:

 Secretary:

 Treasurer:

All four signatories are over 21 years of age.

3 - CHILD PROTECTION POLICY

THE BACKGROUND

In 2001, Government figures indicated that over 34,000 children were officially registered as being in need of protection from abuse. However, the unofficial estimate of children in need of protection is many thousands more. Children are usually abused by people they trust and this could be from inside or outside of the family.

Sport offers young people a healthy lifestyle and opportunities for personal development, fun and friendship. This can only take place if sport is in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

The reality is that abuse does take place in sport and, in some cases, coaches and other trusted adults in the sport have been convicted. Every adult has a legal and moral responsibility to protect young people in sport from abuse.

Adopting best practice will help to safeguard young people from potential abuse as well as protecting coaches and other adults in positions of responsibility from potentially false allegations of abuse.

Young people have the right to be protected from abuse and harm at all times and in all situations. It is the policy of the British Korfball Association (BKA) to ensure that every child or young person who takes part in Korfball should be able to participate in a fun and safe environment and be protected from neglect, harassment, bullying, physical, sexual and emotional abuse. The BKA recognises its responsibility to safeguard the welfare of all children and young people. It is determined to meet its obligations to ensure that those Clubs and Associations providing Korfball opportunities in the United Kingdom do so to the highest possible standard of care.

This Policy has been written for all those who have responsibility for the organisation of Korfball for young people (eg Area Associations, centre managers, Korfball Clubs) and for those who lead or deliver Korfball for young persons (eg coaches, managers, teachers, officials, development officers).

Everyone involved in a Korfball Club/Association owes a duty of care towards young people and has a responsibility to protect them from harm.

It is important to ensure that concerns are acted upon in a consistent manner and that young people are not left unprotected.

ESTABLISHING POLICIES AND PROCEDURES

It is essential that every Korfball Club or Association (i) adopts a policy statement, (ii) appoints a Child Protection Officer, (iii) appoints a Child Protection Committee, (iv) carries out a full recruitment procedure for all staff and volunteers, (v) gives all coaches, managers, staff and other volunteers clear roles and responsibilities, (vi) ensures all staff, volunteers and coaches comply with

the agreed Codes of Conduct and Practice, and (vii) plans its work to minimise the likelihood of abuse occurring.

MODEL POLICY STATEMENT

1. The BKA accepts its legal and moral responsibility to implement procedures to provide a duty of care and safeguard the wellbeing of young people. The Children's Act, 1989 defines a young person as being under 18 years of age.
2. The welfare of young persons is the primary concern.
3. The BKA respects and promotes the rights, wishes and feelings of all young people.
4. The BKA aims to ensure that all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity are welcomed into a safe, caring environment and a happy and friendly atmosphere.
5. The BKA aims to develop a positive and proactive position in order to protect all young people who play korfball, enabling them to participate in an enjoyable and safe environment.
6. The BKA requires all bodies affiliated to the BKA which provide the opportunity to work with young people up to the age of 18 years, to include in their Constitution a policy statement concerning Child Protection.
7. The BKA aims to demonstrate best practice in the area of Child Protection.
8. The BKA aims to promote ethics and high standards through Korfball.
9. The BKA encourages its staff and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves from false allegations.
10. The BKA requires all coaches, managers, referees, staff and volunteers working with young children to sign up to a Code of Conduct to safeguard the welfare of young people.
11. The BKA aims to integrate the Child Protection Policy into all BKA Coaching Award courses.
12. The BKA recognises that it is its responsibility of each one of its staff/volunteers to prevent the physical, sexual or emotional abuse of young people and to report any abuse discovered or suspected.
13. The BKA will respond to any allegations or suspicions of abuse appropriately and has disciplinary and appeals procedures in place to deal with incidences of poor practice.
14. It is the responsibility of child protection professionals to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns, whether or not specifically related to korfball-related activities.
15. Confidentiality should be upheld in line with the Data Protection Act, 1998, the Human Rights Act, 2002 and the Freedom of information Act.

The above information has been extracted from the BKA booklet "***Child Protection – Policy and Guidelines***" and copies of the booklet may be obtained from the BKA.

4 - EQUITY POLICY STATEMENT

- This Club is committed to ensuring that **equity** is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sport England definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society”.

- The Club respects the rights, dignity and worth of every Club member and will treat everyone equally within the context of the sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity for the enjoyment of all.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club’s disciplinary procedures.

5 - FINANCE

It may be helpful to consider the financial matters in a little more detail at this stage as a new club cannot afford to go into the red in its early days when it would be at its most financially vulnerable.

The preparation of financial projections at the outset, covering the first few months, is crucial as it will probably take some time for the new club to become financially self-sufficient. It is also important to do this if financial assistance is to be sought from the Area Association, the BKA or other external sources. It will identify how much money is needed and when.

It is hoped that the Area Association will be able to provide some financial support, whether by means of a grant or a loan, or both, if needed and if it is only possible to secure a loan this could keep the club afloat.

Reference has already been made to the BKA Start-Up package and the details, together with an application follow.

The following is a list of the main items of income and expenditure items for the club:

Income

An annual “signing-on” fee at the beginning of each year.

This would provide some cash in hand even if only, say, £5.00 per member was charged.

Subscriptions – annual, monthly, weekly or pay as you go.

Annual subscriptions, covering training, matches and everything else, paid monthly by standing order or direct debit, would be preferable as this would provide regular income with the least administrative effort. However, this may not be advisable in the very early stages of the club’s existence and not possible for all members, particularly juniors. If some “pay as they go” it would be advisable to insist that they pay even if they do not turn up for training as the venue still has to be paid for. Match fees would obviously only be paid by those selected but if, for example, a junior was asked to play in two age groups in one day it would be unfair to charge him or her twice.

Loans and grants received.

Fundraising activities.

Expenditure

Hire of facilities

Coaching fees

Equipment (eg posts, baskets, balls, first aid items)

Insurance premiums

Affiliation fees to the Area Association and the BKA

Administrative expenses

6 - START-UP ASSISTANCE PACKAGE

INTRODUCTION

The BKA has introduced a new Start-Up Package as part of its intention to encourage the forming of new clubs in the United Kingdom. The process and the assistance package is detailed below but, if you have any questions on the matter, please contact David Hubbard, the BKA Development Officer, in the first instance (hubbard@lcadnam.freeserve.co.uk). It is fully recognised that the following information will not cover every eventuality.

THE PROCESS

In regions of the country where there is an existing Area Association, the application must be submitted via the Area Association at least three months prior to the planned activity, if at all possible, although it is fully appreciated that this cannot happen in every instance. Retrospective applications, however, cannot be considered for financial support but will nevertheless receive every other encouragement from the BKA.

For each application, the Area Association must show how the application fits within its own development plan which, in turn, must fall within the BKA's overall development aspirations. If the BKA should receive more applications in any one year that it is able to fully support, it will prioritise the allocation of support according to the respective potential benefits of each application.

The Area Association must show how it will support the proposed new initiative, both in terms of personnel and finance.

The BKA will make a decision on each application within fourteen days of receipt of the application by the Development Officer.

A report on the new activity must be received by the Development Officer after the initial two weeks of the scheme, then after six weeks and after six months. The intention is that information on new projects – the initial planning, the implementation and the lessons learnt – can be made available to others considering similar projects and possibly be posted on the BKA website for the benefit of korfball nationwide.

All financial claims relating to the activity must be made on the appropriate BKA pro forma supported by signed receipts. The claims must be submitted to the Development Officer and payment will be made within fourteen days of receipt. Interim claims may be submitted, bearing in mind that there could otherwise be cash flow problems for the new venture.

ADVICE ON PLANNED PROJECTS

It is very important that the planned project is effectively publicised at least two weeks before implementation, the exact timing varying according to the specific circumstances. Experience has shown that personal approaches accompanied by the handing out of a leaflet, whether at leisure centres or elsewhere, are usually much more successful than reliance purely on placing posters on notice boards.

The BKA is quite prepared to assist with the design of leaflets on request.

It is also very important to emphasise the uniqueness of korfball, being the only true mixed-team “invasive” sport and so ideal for inclusion within the school curriculum. It is also a true family sport - one that can be played and enjoyed by most age groups.

Taster sessions, for example in schools and leisure centres, are also invaluable. Many leisure centres organise programmes of activities during school holidays and these are ideal opportunities to provide a taster session for, say, one hour or so.

Experience has also shown that youngsters between the ages of eight and thirteen in particular should be targeted before they become involved in GCSEs and A Level examinations at secondary school and before they sample the many other attractions that will progressively become available to them. By targeting the youngsters parents will also gradually become more involved.

Having said that, korfball has been accepted by some GCSE and A Level examining boards as a sport within the Physical Education syllabus.

THE BKA PACKAGE

The BKA is prepared to provide financial assistance of **up to £482.00**, less income received from participants, as follows:

- Car mileage for one car at 15 pence per mile, up to a maximum of £3.00 per journey, for up to ten journeys (**maximum £30.00**).
- Up to 1,000 A5 promotional handouts and up to 50 A4 photocopied posters (**maximum £12.00**).
- One hour’s hall hire for eight weeks at a rate of up to £30.00 per hour (**maximum £240.00**).
- Coaching fees of up to £25.00 for each of eight sessions (**maximum £200.00**).
- Posts may be hired from the BKA at the following rates per set:

Year 1 £50	Year 2 £100	Year 3 £150
-------------------	--------------------	--------------------
- The first two sessions should be free after which the charge should be £2.00 per session, with the first £100.00 of income passing to the BKA.

In the event of a project, in respect of which financial support is obtained from the BKA, not taking place or not being completed, the BKA reserves the right to require the repayment of all or part of the financial contribution made depending upon the circumstances.

This package will be reviewed from time to time by the BKA.

7 - INSURANCE

It is vital that every club has an insurance policy, or policies, to cover it and its Coaches and other volunteers against claims made following, for example, personal injury or property damage as a result of alleged negligence by the club. It is also vital that the policy is in place before a new club comes into existence.

Clearly, the types of insurance cover and the extent of cover will vary according to the sport, the number of club members, the facilities it uses and the activities taking place.

It is much more difficult at the moment to obtain cover for an amateur sports club that, say, in the early months of 2001 and the annual premiums have also rocketed since then. As a starting point, therefore, it is recommended that the clubs contact Perkins Slade Ltd which has introduced a unique policy specifically for sports governing bodies. Clubs will find it far cheaper to be included in an umbrella policy taken out by the governing body rather than to take out a free-standing policy.

The main features of the Civil Liability Insurance introduced by Perkins Slade Ltd are as follows:

Public Liability – legal liability for third party accidental injury or property damage arising out of the activities of the governing body, its associated clubs and members.

Products Liability – legal liability for third party accidental injury or property damage arising out of any product sold by the governing body, its affiliated clubs or members.

Directors' and Officers' Liability – legal liability protection to directors and/or officials of the governing body and its affiliated clubs, arising out of their executive and management responsibilities.

Libel and Slander – legal liability protection for officials for defamatory comments made, either verbally or in print.

Professional Indemnity – legal liability for injury or financial loss, which the claimant alleges has occurred due to incorrect advice, given by those within the governing body and its affiliated clubs who provide instruction or coaching.

Employer's Liability – legal liability for injury to a person arising out of, and in the course of, their employment by the governing body and/or its affiliated clubs.

The above information has been taken from the report submitted to the BKA Annual General Meeting in June 2003. Full details of the policy may be obtained from the BKA Treasurer.

March, 2004

8 - HEALTH AND SAFETY

Like Child Protection, the health and safety of club members and all others associated with the club's activities is of paramount importance. It is vital that the club is able to demonstrate that it has well thought out policies and procedures in place should there ever be a need to respond to solicitors or insurance companies following an incident or accident.

Before the club starts to hold training sessions or play matches, a risk assessment exercise needs to be performed by, or on behalf of, the club. The purpose of this is to identify potential hazards and to take precautions to reduce the likelihood of them occurring – it is prevention rather than cure which will save a lot of time and effort in the long run, not to say stress and anxiety.

The main risks of injury or accident are likely to occur during training sessions, where the playing club members and volunteers will spend the majority of their time with the club. The following are issues should be looked at:

Premises

- **Is the training surface flat and non-slip?** Sports hall floors vary but they are usually flat. However, there could be holes or channels in the floor that could cause tripping or ankle-twisting. It is also possible that there could be fixing points for equipment that are proud of the floor surface. These need to be made safe before training starts or matches take place. It is also possible that the roof leaks in places or the floor “sweats” in certain climatic conditions which would be playing quite hazardous.

If training is taking place outside, an additional hazard on grassed areas is the possibility of potholes.

- **Is the lighting sufficiently bright?**
- **Is there equipment stored in the sports hall?** Many sports halls suffer from a lack of storage space which means that items of equipment may be stored around the sides. Can these be made safe?
- **If your club has youngsters, can they be kept within the training area and, if not, what are the risks if they wander further afield?** It is very important to properly control the activities of the youngsters and to record who attended each session and who supervised them.

Equipment

- **Are the posts and bases safe to use?** The posts and bases are heavy and difficult to move. It is very important that the transporting of them is carried out by adults, or under their strict supervision. It is also very important to regularly check their condition and to be sure that they are stable when in use.

Emergency Exits

- **Does everyone know what to do in the event of an emergency within the centre?** Everyone must be made aware of the emergency exit routes if required to evacuate the building.

A draft risk assessment form, advice on what to do in the event of an incident or accident and a draft incident/accident report form, follow.

RISK ASSESSMENT FORM

Venue:

Name and position of person doing check:

Date of check:

Playing/training area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? Yes No

(If no, please outline the hazard, who may be at risk and the action taken, if any).

.....
.....
.....

Equipment

Check that it is fit and sound for activity and suitable for the age group/ability.

Is the equipment safe and appropriate for activity? Yes No

(If no, please outline unsafe equipment, who may be at risk and the action taken, if any).

.....
.....

Performers

Check that the performers' register is up-to-date with medical information and contact details. Check that performers are appropriately attired for the activity.

Is/are the register(s) in order? Yes No

(If no, please outline current state and action taken, if any.)

.....
.....

Are performers appropriately attired and safe for activity? Yes No

(If no, please outline unsafe equipment/attire and action taken, if any.)

.....
.....

Emergency points

Check that emergency vehicles can access the facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? Yes No

(If no, please outline the issues and action taken, if any.)

.....
.....

Is a working telephone available? Yes No

(If no, please outline the issues and action taken, if any.)

.....
.....

Safety Information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the Club? Yes No

(If no, please outline what information is missing and action taken, if any.)

.....
.....

Does the Club need to take any further action? (If yes, please specify.)

.....
.....

Signed:

Date:

Name:

GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services straight away.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report form.

Make sure that the club always has its first aid box at all training sessions and matches.

9 – OTHER DRAFT DOCUMENTS

The remainder of this booklet is devoted to draft letters and forms that may, subject to adaptation, be suitable for your club. Once again, it is emphasised that this is not intended to be a comprehensive list of documents your club may need and some of them may not be appropriate in any case. What is important, however, is that the club needs to take fully on board the Child Protection and Health and Safety responsibilities referred to earlier in this booklet and these may persuade your club that certain documents need to be in place now whereas they would not have been considered to be necessary in the past.

The draft documents that follow are geared mainly to the junior section of the club:

- Code of Conduct for club officials and volunteers;
- Code of Conduct for parents and guardians;
- Introductory letter to parents and guardians;
- Task descriptions for the Junior Co-ordinator, Junior Team Manager, Head Junior Coach and Assistant Junior Coach;
- Volunteer Recruitment checklist;
- Volunteer Recruitment form;
- Junior club membership form;
- Junior Club Rules;
- Feedback forms for coaches, parents and guardians to complete from time to time, and
- Attendance record.

INTRODUCTORY LETTER TO PARENTS/GUARDIANS

Dear (*name of parent/guardian*),

On behalf of The **** Korfball Club I welcome your child to the Club and would like to provide you with some information about our activities. The Club provides opportunities for young people to receive korfball coaching and competition. All coaching is provided by qualified coaches who are trained and have been screened for their suitability for working with young people.

We welcome you to all training and competitions and value your support. We are keen to involve parents and guardians in the Club and would like to invite you to an open evening on (date) where you can meet Club members and find out more about our activities. Below is some information about training times and dates and details regarding travel arrangements, kit and Club registration.

Training sessions take place on at

Arrangements should be made for your child to travel to and from training sessions and matches. We appreciate it if children can arrive promptly and are collected promptly at the end each session, if they are not making their own way home. If you are going to be late picking your child up, please contact, the (*Junior Co-ordinator/Head Coach*) on (telephone nos.) and let them know.

Club training kit consists of The cost of each training session is £..... and competition fees are £..... The Club has a small membership fee of £..... and this should be paid by

The Club has a number of policies including Child Protection, health and safety, equal opportunities and code of conduct and, if you would like of copy of any of these, please let me know.

Please complete the attached Club membership registration form. For the safety of your child it is important that the Club is informed of any medical condition or allergies that may be relevant should your child fall ill or be involved in any accident while at the club.

If you would like to talk to someone at the Club about this information, or your child's involvement with the Club, please contact the Junior Co-ordinator (telephone no.).

We thank you for your cooperation and look forward to meeting you in the near future.

Yours sincerely,

Club Secretary/Junior Co-ordinator

CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS

The essence of good ethical conduct and practice is summarised below. All Club volunteers must:

- consider the wellbeing and safety of participants before the development of performance;
- develop an appropriate working relationship with performers, based on mutual trust and respect;
- make sure all activities are appropriate to the age, ability, physical capabilities and experience of those taking part;
- promote the positive aspects of the sport (eg fair play and enjoyment);
- display consistently high standards of behaviour and appearance;
- always be positive;
- follow all guidelines laid down by the British Korfball Association and the Club;
- if coaching, hold the appropriate, valid, qualifications (or have the necessary experience) and hold appropriate insurance cover;
- never exert undue influence over performers to obtain personal benefit or reward;
- never condone rule violations, rough play or the use of prohibitive substances;
- encourage performers to value their performances and not just results;
- never be rude or abusive to club members and always show respect;
- enjoy what you are doing.

CODE OF CONDUCT FOR PARENTS/GUARDIANS

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.

TASK DESCRIPTION: JUNIOR CO-ORDINATOR

Name and address of Junior Coordinator:

.....

Responsible to: The **** Korfball Club Management Committee

MAIN DUTIES

1. To lead and co-ordinate the junior Club development work.
2. To recruit and manage the junior coaches, team managers and other volunteers as necessary.
3. To ensure that appropriate policies and guidelines are in place for junior members and those people working with the juniors.
4. To represent the interests of junior members at Management Committee meetings.
5. To manage any problems and issues arising from the junior section.
6. To work with other agencies, such as local schools and local authority sports development units, to improve/sustain Club membership.
7. To review the activities of the junior section, through feedback and evaluation, on an annual basis.

TASK DESCRIPTION: JUNIOR TEAM MANAGER

Name and address of Junior Team Manager:

.....

Responsible to: The **** Korfball Club Management Committee

MAIN DUTIES

1. To work with the junior Club coach(es).
2. To ensure that entries for competitions are completed and returned before the stated deadlines.
3. To take responsibility for the competition kit.
4. To ensure that junior membership fees/session fees are paid.
5. To co-ordinate the transport arrangements for away venue competitions.
6. To organise details for tours.
7. To welcome new members and induct them into the Club.
8. To ensure that all junior members abide by the Club's code of conduct.

TASK DESCRIPTION: HEAD JUNIOR COACH

Name and address of Coach:

Responsible to: The **** Korfball Club Management Committee

MAIN DUTIES

1. To take full responsibility for the Club's junior coaching sessions.
2. To prepare for all coaching sessions in advance and ensure that all sessions are properly structured.
3. To work with, and include the Assistant Coach(es), in the preparation and running of each coaching session.
4. To attend junior Club meetings and report on coaching progress.
5. To provide the Club with feedback on the organisation, and degree of success, of junior coaching and the junior teams' performances in competitions.
6. To select/assist in the selection of the junior teams.
7. To travel to competitions with, and supervise, the junior team(s).
8. To inform the Junior Co-ordinator in advance, of any sessions that cannot be attended by any of the appointed Coaches.
9. To ensure that all junior members abide by the Club's code of conduct.

TASK DESCRIPTION: ASSISTANT JUNIOR COACH

Name and address of coach:

.....

Responsible to: The Head Junior Coach

MAIN DUTIES

1. To assist with the Club's junior coaching sessions.
2. To assist in the preparation of the coaching sessions beforehand.
3. To work with the Head Junior Coach in the preparation and running of each session.
4. To offer the Club feedback on the organisation, and degree of success, of junior coaching and competitions.
5. To travel to competitions with, and supervise, the junior team(s).
6. To inform the Head Junior Coach, in advance, of any sessions that you cannot attend.
7. To ensure that all junior members abide by the Club's code of conduct.

VOLUNTEER RECRUITMENT CHECKLIST

The following checklist may be used as a guide when recruiting new volunteers to the Club or an existing volunteer to a new role. The information you need to check may vary according to the role.

Does the volunteer hold relevant and current qualifications for the role (if necessary)? Yes No

Does he or she have the skills necessary to undertake the role? Yes No

Does he or she have experience of working with the age group/level of player? Yes No

Where was the previous experience gained?
.....

(You may wish to check the name of the club and contact an official from that club).

Does the volunteer agree to undertake any required training courses? Yes No

Does he or she hold adequate insurance cover (if necessary)? Yes No

Does he or she understand and accept Club's policies and guidelines? Yes No

VOLUNTEER RECRUITMENT FORM

Name and address of volunteer: (eg Coach/Team Manager/official):

.....

All coaches, team managers and other officials working for, and within the **** *Korfball Club* are encouraged to work to high standards and adopt recognised best practice wherever possible. In addition to their own standards of practice, the volunteers must make themselves aware of, and adopt, the Club's own:

- codes of conduct for coaches, team managers and other officials
- child protection guidelines
- equity policy statement
- safety guidelines.

The club will ensure that its coaches, team managers and other officials have a copy of each policy and any other guidance notes that are relevant to their work for the Club. The Club will listen, and respond positively to, any matters that the coaches, team managers and other officials bring to its attention in relation to their work and will support, where possible, their training needs.

I, (*name of volunteer*), am familiar with ***** *Korfball Club's* standards of practice named above and agree to abide these in my work. I also accept the responsibilities detailed in the attached task description.

Signed: Date:

Name:

NB Before you, as a volunteer, sign and return this undertaking, you must obtain from the Club, and read, copies of the following:

- safety guidelines
- codes of conduct
- equity policy statement
- task description
- child protection policy and procedures.

JUNIOR CLUB MEMBERSHIP FORM

We are very pleased to welcome you to **** Korfball Club.

To ensure that we have the correct contact details for you, please insert the information requested below and return this form to If you are under 16 years of age, please also ask one of your parents, or your guardian, to sign the form before it is returned.

The information you provide below will only be used for the efficient management of the Club and to ensure that you are kept fully informed about Club events. The information will not be used for any other purpose whatsoever.

Personal details

Name:

Address:

..... Postcode:

Home telephone number:

Mobile number: email:

Date of birth: Gender:.....Male Female

In order to help the Club monitor its membership, could you please tick one of the following boxes to identify your ethnic group:

- White
- Mixed
- Asian or Asian British
- Black or Black British
- Chinese or other ethnic group

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

.....

Sporting information

Have you played korfball before? Yes No

BRITISH KORFBALL ASSOCIATION

If yes, where have you played the sport: (please indicate below)

- Primary school
- Secondary school
- Local authority coaching session (s)
- Club
- County level
- Other (please specify):

.....

Medical information

Please detail below any important medical information that our Coaches/Junior Coordinator should be aware of (e.g epilepsy, asthma, diabetes, etc.)

.....
.....

Emergency contact details – to be completed by Parent or Guardian

Please insert the information below to indicate the person(s) who should be contacted in case of an incident/accident:

Contact name (e.g parent/guardian):

Emergency contact number(s):
.....

By returning this completed form, I agree to my son/daughter/child in my care taking part in the activities of the Club.

I understand that I will be kept informed of these activities – for example, timing and transport details.

I understand that, in the event of any injury or illness, all reasonable steps will be taken to contact me and to deal with that injury/illness appropriately.

Name of parent/guardian:

Signature of parent/guardian:

Date:

JUNIOR CLUB RULES

The **** Korfball Club is fully committed to safeguarding and promoting the wellbeing of all its members. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Secretary.

As a member of the **** Korfball Club, you are expected to abide by the following Junior Club Rules:

- All members must play within the rules and respect officials and their decisions at all times.
- All members must respect opponents.
- Members should keep to agreed timings for training and competitions or inform their Coach or Team Manager if they are going to be late.
- Members must wear suitable kit – *list compulsory items* – for training and match sessions, as agreed with the Coach/Team Manager.
- Members must pay any fees for training or matches promptly.
- Junior members are not allowed to smoke on Club premises or whilst representing the Club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the Club premises or whilst representing the Club.

INCIDENT/ACCIDENT REPORT FORM

1. Site where incident/accident took place:

2. Name of person in charge of session/competition:

3. Name of injured person:

4. Address of injured person:

.....

.....

5. Date and time of incident/accident:

6. Nature of incident/accident:

.....

.....

Give details of how, and precisely where, the incident/accident took place. Describe what activity was taking place (eg coaching session, training game, getting changed, etc).

.....

.....

.....

.....

.....

7. Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s):

.....

.....

.....

.....

BRITISH KORFBALL ASSOCIATION

8. Were any of the following contacted:

- | | | | | |
|------------------|-----|--------------------------|----|--------------------------|
| Police: | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Ambulance: | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Parent/guardian: | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

9. What happened to the injured person following the incident/accident?
(eg went home, went to hospital, carried on with session).

.....
.....

10. In the event of an injury being caused by the condition of the area or equipment being used, please state what action was taken to rectify the problem.

.....
.....

11. All of the above facts are a true and accurate record of the incident or accident.

Signed: Date:

Name:

Please Note

It is very important to record every incident involving possible or actual personal injury as the full effects of an injury may not manifest themselves until later. It is very important, also, to be seen to have taken the incident seriously as one never knows what investigations may follow in the event of serious injury.

Please pass the completed form to the Club Secretary as soon as possible.

BRITISH KORFBALL ASSOCIATION

COACH FEEDBACK FORM

To help us improve the Club, we welcome feedback from coaches. Please take a few moments to complete this feedback form about your sessions.

Name:

Who did you coach?

Did you feel supported by the Club?

Were the administrative procedures connected with your sessions efficient?

.....

Did you experience any difficulties or problems with the venue/equipment/Club procedures?

If yes, what were these?

.....

What aspects of your sessions do you feel went particularly well?

.....

What aspects of your sessions do you feel could be improved?

.....

Were the available competition opportunities suitable?

.....

What training needs could the Club help you with in the future?

.....

What improvements would you recommend for next season?

.....

Please feel free to make any other comments that may help the club to develop in the future.

.....

Please return to: *name [and address, if necessary]*

Thank you.

PARENT/GUARDIAN FEEDBACK FORM

To help us improve the Club, we welcome feedback from parents and guardians of junior members. Please take a few moments to complete this form.

Name (optional):

Age group(s) of your child (or children):

Training day(s):

Name of coach:

Please circle the relevant number next to each statement:

Not at all – Very much

My child enjoys attending Club training sessions. 1 2 3 4 5

My child enjoys representing the Club in competitions. 1 2 3 4 5

My child has improved his/her standard of performance. 1 2 3 4 5

The coach has a good rapport with my child. 1 2 3 4 5

I feel my child is safe at the Club. 1 2 3 4 5

The Club is well organised. 1 2 3 4 5

Junior Club membership offers value for money. 1 2 3 4 5

Will your child be joining next year?

Please say what, if anything, causes you concern about the Club?

.....

What could we do to improve the junior Club?

.....

.....

Please return to:

Thank you.