

## 4.0 CLUB POLICIES

4.1 Does your club have a code of conduct or set of rules for:

	Yes	No
Members	<input type="checkbox"/>	<input type="checkbox"/>
Coaches/Volunteers	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please enclose copies.

4.2 Does your club have any of the following policies, statements or plans?

	Yes	No
Equality	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment of Volunteers	<input type="checkbox"/>	<input type="checkbox"/>
- Application forms	<input type="checkbox"/>	<input type="checkbox"/>
- References	<input type="checkbox"/>	<input type="checkbox"/>
- Self Declaration Forms	<input type="checkbox"/>	<input type="checkbox"/>
- Ex-Offenders Policy	<input type="checkbox"/>	<input type="checkbox"/>
- Data Protection Policy	<input type="checkbox"/>	<input type="checkbox"/>
Child Protection	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Emergency/Accident Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary/ complaints	<input type="checkbox"/>	<input type="checkbox"/>

4.3 Is there a first aid qualified person at your training and/or matches?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please feel free to include any additional information that you think will be of assistance.

## 5.0 DECLARATION

5.1 I hereby state that to the best of my knowledge the information contained in this questionnaire is complete and accurate.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**RETURN TO:** ACE AWARDS, ANGUS COUNCIL,  
LEISURE SERVICES, COUNTY BUILDINGS, MARKET STREET,  
FORFAR, DD8 3WB

Supported by



## Angus Club Excellence awards SELF-ASSESSMENT QUESTIONNAIRE Please complete in block capitals

### 1.0 CLUB PROFILE

1.1 Club Name:

1.2 Sport:

1.3 Contact Name:

1.4 Position in Club:

1.5 Contact address:

Post Code

1.6 Telephone No: Home  Work

1.7 Email address:

1.8 Is your club affiliated to a National Governing Body? Yes  No

National Governing Body

Is your club affiliated to the Angus Sports Council? Yes  No

1.9 Is the club covered by public liability insurance? Yes  No

1.10 Does your club have a constitution? Yes  No

1.11 Does your club have a register/database of member details?  
If yes, please provide copy of members form.  
(Junior & Adult) Yes  No

1.12 Does your club have a club identity?  
e.g. badge, emblem, colours Yes  No

1.13 Is your club actively promoted/advertised?  
(please provide examples)

Yes

No

1.14 Please enter the number of members in each section of your club

Age Range	<i>e.g U18s</i>				
Male	<i>10</i>				
Female	<i>5</i>				

## 2.0 CLUB COMMITTEE AND STRUCTURE

2.1 Club Details for \_\_\_\_\_ season/year

2.2 Please list the names and titles of office bearers in your club

<i>e.g. Chairperson</i>	<i>John Smith</i>

2.3 How often does the committee meet?

2.4 Does your club hold Annual General Meetings?

Yes

No

2.5 Does your club hold a bank account with more than one signatory?

Yes

No

## 3.0 COACHES AND VOLUNTEERS

Disclosure checks are done by Disclosure Scotland and should be done if supervising or instructing under 16 year olds and vulnerable people.

3.1 Please enter your coach and/or instructors details:

Coach / Instructors Name	Qualification	Date Attained	Disclosure Checked?	Registered with Council ACCESS scheme?	Child Protection Trained?

3.2 Please enter your helpers and/or volunteers details, use additional sheet if necessary:

Volunteers Name	Duties	Disclosure Checked?	Registered with Council ACCESS scheme?

3.3 Does your club have a child protection officer/representative?

Yes

No

If Yes, have they attended the SportsCoach UK child protection course?

Yes

No

FOR MORE INFORMATION: [www.angus.gov.uk](http://www.angus.gov.uk)