

# DODGEMARK ACCREDITATION GUIDE



# INTRODUCTION



THIS GUIDE EXPLAINS WHAT THE BRITISH DODGEBALL DODGEMARK ACCREDITATION SCHEME ENTAILS AND HOW YOUR CLUB CAN BECOME DODGEMARK-ACCREDITED.

## WHAT IS DODGEMARK ACCREDITATION?

Dodgemark has been set up in order to provide a kitemark accreditation for dodgeball clubs and to help support the clubs to have the strong procedures and systems in place for safe, engaging dodgeball delivery in their communities. Dodgemark club accreditation can be applied for by any community dodgeball club. Once achieved, it can be renewed every two years.

To earn Dodgemark accreditation, clubs must evidence 29 criteria set out in 4 sections:

- Club Management – Your club displays good governance
- Member Engagement – Your club is inclusive of new members and communicates with existing ones
- Playing Programme – Your club provides a range of opportunities for your members to play dodgeball
- Duty of Care – Your club has robust health and safety procedures in place



## BENEFITS OF DODGEMARK ACCREDITATION

- Your club will be set up with the systems and processes needed for long term sustainability and success. The journey of completing the accreditation process will help you to better your understanding of how to operate a club and improve your club's systems.
- Your club will be more eligible for funding after receiving Dodgemark, including British Dodgeball Club Development Funding, which you can apply for annually.
- Your club could see an increase in new members and better member retention as it promotes an inclusive and safe environment for members. Achieving Dodgemark will have a positive impact on your ability to ensure you are operating to a high standard in terms of health, safety and welfare of all participants.
- Your club will have more developed coaches and therefore run more engaging sessions which better cater to the needs of all members.
- Your club can use the Dodgemark logo, giving parents, new members and potential partner organisations including schools and community organisations confidence they are getting involved with a well-developed club.
- The foundation for any club is its youth structure. The Dodgemark accreditation process is designed to assist clubs to attract and safely cater for young members, therefore building a strong future.

# HOW DOES THE DODGEMARK APPLICATION PROCESS WORK?

1.Clubs can begin their recognition journey by emailing [hello@britishdodgeball.com](mailto:hello@britishdodgeball.com) to be assigned a case officer. This person will be your guide throughout the process.

2.The application process will be completed through a word document and evidence submitted as documents, photos and videos through an online shared drive. Some of the criteria will require short written answers whilst others will need evidencing with your existing documents and policies.

3.When you have finished your application, your case officer will get your application signed off by a British Dodgeball board member and you will now be recognised as a Dodgemark club.

4.Dodgemark should be seen as a journey of improvement rather than assessment; sports clubs are ever evolving, and we want to support you in developing your organisation to form a network of high-quality dodgeball clubs around the UK. If your assessors do not yet consider your club to have achieved a certain criteria, then you will be invited to continue working on it as part of a dialogue where recognition can be awarded once evidence is in place.

## Starting Your Journey

- Email [hello@britishdodgeball.com](mailto:hello@britishdodgeball.com).
- British Dodgeball will assign a case officer.
- Start gathering evidence.

## Application Process

- Write anecdotal answers & submit evidence for criteria.
- Case officer will guide club through the process & assess evidence, offering support where necessary.

## Recognition Process

- Submit final application.
- Case officer to work with club to develop future goals.
- Application reviewed by second staff member.



# HOW DO RENEWALS WORK?

Dodgemark club accreditation must be renewed every two years. An assigned case officer will contact the club to organise the renewal process. This is shorter than the initial process:

1. Report on your three club goals – what did you achieve and what must be continued to strive for?
2. Decide upon three new club goals & comment on the club's other successes.
3. Provide an updated list of personnel & qualification details.

Similar to the initial Dodgemark club accreditation process, the case officer will get the renewal application signed off by a second British Dodgeball staff member to confirm that the club has successfully renewed their Dodgemark accreditation.

# DODGEMARK CRITERIA 1

To achieve Dodgemark accredited status, clubs must evidence the following 30 criteria over 4 sections. Suggestions for evidencing each criteria is provided with links to show how clubs might approach the application process.

Section	Requirements (all previous, plus):	Further information/resources/evidence suggestions:
Club Management	<p><b>Governance:</b></p> <ul style="list-style-type: none"> <li>• A committee made up of at least three non-related, non-cohabiting people</li> <li>• Constitution or articles of association</li> <li>• Regular committee meetings (at least 4 per year)</li> <li>• Manage conflicts of interests appropriately in line with a statement/ policy</li> <li>• Insurance certificate (if not a premium member club)</li> <li>• Regular election of higher-level committee members (every three years minimum)</li> <li>• Have at least one level of club membership</li> </ul> <p><b>Finances:</b></p> <ul style="list-style-type: none"> <li>• An organisation bank account with at least two signatories</li> <li>• An accurate financial record</li> <li>• Annual accounts prepared, scrutinised independently and made available to members</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Constitution template</a></li> <li>• <a href="#">Constitution template</a></li> <li>• This should be specified in your constitution</li> <li>• This should be specified in your constitution</li> <li>• Public liability insurance certificate/policy schedule</li> <li>• This should be specified in your constitution</li> <li>• <a href="#">Membership policy</a></li> <li>• Organisation bank statement/letter</li> <li>• <a href="#">Club finance tracker</a></li> <li>• <a href="#">Club finance tracker</a> / Completed annual financial record with details of who has scrutinised this</li> <li>• Evidence how this is shared with members</li> </ul>
	<p><b>Note: These criteria are in line with Sport England's A Code For Sports Governance and completing them will significantly boost a club's ability to access funding.</b></p>	
Member Engagement	<p><b>Inclusion:</b></p> <ul style="list-style-type: none"> <li>• Have an inclusion policy &amp; hold inclusive sessions for adults &amp; juniors of all abilities</li> <li>• Recognise &amp; reward the hard work of your club's volunteers</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Point of contact for new members</li> <li>• Ongoing communication with existing members</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Inclusion policy</a></li> <li>• Evidence of sessions catering for at least 3 of the following groups: U11, U13, U15, U17, women, beginners, faith group, disability, adult social, elite (at least 1 must be a junior and 1 must be an adult session)</li> <li>• Evidence of benefits/rewards and acts of gratitude towards club volunteers</li> <li>• <a href="#">Membership policy</a></li> <li>• Evidence of a system for welcoming new members</li> <li>• Evidence of communication to engage and inform existing members</li> </ul>

# DODGEMARK CRITERIA 2

To achieve Dodgemark accredited status, clubs must evidence the following 30 criteria over 4 sections. Suggestions for evidencing each criteria is provided with links to show how clubs might approach the application process.

Section	Requirements (all previous, plus):	Further information/resources/evidence suggestions:
Playing Programme	<p><b>Coaching:</b></p> <ul style="list-style-type: none"> <li>• A British Dodgeball Level 3 qualified coach</li> <li>• Enough British Dodgeball qualified coaches for high quality sessions</li> <li>• Appropriate coaching structure in place (e.g. head coach, team coaches, assistant coaches, leaders)</li> </ul> <p><b>Sessions &amp; Competition:</b></p> <ul style="list-style-type: none"> <li>• High-quality sessions to meet all ability levels</li> <li>• Regularly enter British Dodgeball competitions</li> <li>• Have a competition calendar accessible for all ability levels</li> <li>• Promote opportunities to train and work as an event referee</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Certificate in Coaching Dodgeball, or evidence a course has been booked</li> <li>• Evidence of coach:participant ratios being adhered to</li> <li>• Coaching/committee database</li> <li>• Evidence of appropriate coaching structure</li> <li>• Evidence of high-quality sessions (session plans, photos, videos)</li> <li>• Evidence competitions entered</li> <li>• Evidence of competitive opportunities for a range of groups at the club</li> <li>• Prospective referees can sign up to an officiating course here</li> </ul>
Duty of Care	<p><b>Policies &amp; Procedures:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding &amp; reporting procedure in line with safeguarding policy</li> <li>• Complaints and disciplinary procedure</li> <li>• Health and safety procedure in line with accident and injury policy</li> <li>• Club code of conduct/adherence to British Dodgeball code of conduct</li> <li>• Member data collected &amp; stored in line with GDPR</li> <li>• Policies accessible to members</li> </ul> <p><b>Safety &amp; Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Access to first aid at sessions</li> <li>• DBS checks for coaches who regularly work with under 18's</li> <li>• Record of committee members' and coaches' first aid, safeguarding &amp; coaching qualifications and DBS checks</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Safeguarding policy</a></li> <li>• <a href="#">Safeguarding Page</a></li> <li>• <a href="#">Complaints &amp; disciplinary policy</a></li> <li>• <a href="#">Health &amp; safety policy</a></li> <li>• <a href="#">Accident &amp; injury policy</a></li> <li>• <a href="#">Risk assessment</a></li> <li>• <a href="#">Code of conduct</a></li> <li>• Membership policy referencing British Dodgeball code of conduct</li> <li>• <a href="#">Data protection policy</a></li> <li>• Evidence how policies are shared with members</li> <li>• Confirm who supplies first aid (the venue/club)</li> <li>• First aid certificate</li> <li>• <a href="#">Criminal record checks</a></li> <li>• Coaching/committee database</li> <li>• Coaching/committee database</li> </ul>