



DODGEMARK CLUB ACCREDITATION SCHEME



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 has a suitable workforce & provides opportunities for 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.
- 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 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 provide feedback, including where you need to further supply evidence; this dialogue should be extremely valuable for the club's development. Once evidencing is completed, your application will be signed off by a second British Dodgeball staff member member, and your club will now be recognised as a Dodgemark club.

THE JOURNEY IS JUST AS IMPORTANT AS THE DESTINATION

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.
- 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 needs to 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:
 - Report on your three club goals – what did you achieve and what must be continued to strive for?
 - Provide an updated list of personnel & qualification details
 - Show adherence to any updated criteria
 - Discuss & agree on three new club goals
- Similar to the initial Dodgemark club accreditation process, the case officer will get the renewal application signed off by a second staff member to confirm that the club has successfully renewed their Dodgemark accreditation.
- British Dodgeball may remove Dodgemark Accreditation at any time, should the club clearly fall short of agreed goals or fail to meet the high expectations required from a Dodgemark club.

DODGEMARK CRITERIA

To achieve Dodgemark accredited status, clubs must evidence the following 29 criteria over 4 sections. Suggestions for evidencing each criteria is provided with links to show how clubs might approach the application process.

Club Management	Governance
	G1. A committee made up of at least three non-related, non-cohabiting people
	G2. Regular committee meetings (at least 4 per year)
	G3. Manage conflicts of interests appropriately in line with a statement/policy
	G4. Regular elections for board/some committee members (every three years minimum)
	G5. Have at least one level of club membership which members must sign up to
	Finances
	F1. An organisation bank account with at least two signatories
	F2. An accurate financial record
	F3. Annual accounts prepared, scrutinised independently and made available to members
Member Engagement	Inclusion
	I1. Have an inclusion policy & hold inclusive sessions for adults & juniors of all abilities
	I2. Recognise & reward the hard work of your club's volunteers
	Communication
	Cm1. Point of contact for new members
	Cm2. Ongoing communication with existing members
Playing Programme	Workforce
	Co1. A British Dodgeball Level 3 qualified coach
	Co2. Enough British Dodgeball qualified coaches for high quality sessions
	Co3. Appropriate coaching structure in place (e.g. head coach, team coaches, assistant coaches, leaders)
	Co4. Have at least 2 active referees on the referee database
	Sessions & Competitions
	Se1. High-quality sessions to meet all ability levels
	Se2. Individual session plans and a medium/long term plan for developing players
	Se3. Regularly enter British Dodgeball competitions
	Se4. Have a competition calendar accessible for all ability levels
Duty of Care	Policies & Procedures
	P1. Safeguarding & reporting procedure in line with safeguarding policy
	P2. Complaints and disciplinary procedure
	P3. Health and safety procedure in line with accident and injury policy
	P4. Club code of conduct/adherence to British Dodgeball code of conduct
	P5. Member data collected & stored in line with GDPR
	P6. Policies accessible to members
	Safety & Safeguarding
	Sa1. Access to first aid at sessions & competitions
	Sa2. DBS checks for coaches who regularly work with under 18's
	Sa3. Record of staff's first aid, safeguarding & coaching qualifications and DBS checks

APPENDIX: DODGEMARK CRITERIA & SUPPORT 1

Section	Requirements (all previous, plus):	Further information/resources/evidence suggestions:
Club Management	<p><u>Governance:</u></p> <ul style="list-style-type: none"> • A committee made up of at least three non-related, non-cohabiting people • Regular committee meetings (at least 4 per year) • Manage conflicts of interests appropriately in line with a statement/policy • Regular election for board/some committee members (every three years minimum) • Have at least one level of club membership <p><u>Finances:</u></p> <ul style="list-style-type: none"> • An organisation bank account with at least two signatories • An accurate financial record • Annual accounts prepared, scrutinised independently and made available to members 	<ul style="list-style-type: none"> • Constitution template • Constitution template • This should be specified in your constitution • This should be specified in your constitution • This should be specified in your constitution • Membership policy • Organisation bank statement/letter • Club finance tracker • Club finance tracker / Completed annual financial record with details of who has scrutinised this • Evidence how this is shared with members
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.		
Member Engagement	<p><u>Inclusion:</u></p> <ul style="list-style-type: none"> • Have an inclusion policy & hold inclusive sessions for adults & juniors of all abilities • Recognise & reward the hard work of your club's volunteers <p><u>Communication:</u></p> <ul style="list-style-type: none"> • Point of contact for new members • Ongoing communication with existing members 	<ul style="list-style-type: none"> • Inclusion policy • 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) • Evidence of benefits/rewards and acts of gratitude towards club volunteers • Membership policy • Evidence of a system for welcoming new members • Evidence of communication to engage and inform existing members

APPENDIX: DODGEMARK CRITERIA & SUPPORT 2

Section	Requirements (all previous, plus):	Further information/resources/evidence suggestions:
Playing Programme	<p><u>Coaching:</u></p> <ul style="list-style-type: none"> A British Dodgeball Level 3 qualified coach Enough British Dodgeball qualified coaches for high quality sessions Appropriate coaching structure in place (e.g. head coach, team coaches, assistant coaches) Have at least 2 active referees on the referee database <p><u>Sessions & Competition:</u></p> <ul style="list-style-type: none"> High-quality sessions to meet all ability levels Individual session plans and a medium/long term plan for developing players Regularly enter British Dodgeball competitions Have a competition calendar accessible for all ability levels 	<ul style="list-style-type: none"> Level 3 Certificate in Coaching Dodgeball, or evidence a course has been booked Evidence of <u>coach:participant ratios</u> being adhered to Coaching/committee database Evidence of appropriate coaching structure <u>Referee webpage</u> Evidence of high-quality sessions (session plans, photos, videos) Session plans, medium/long term plans Evidence competitions entered Evidence of competitive opportunities for a range of groups at the club
Duty of Care	<p><u>Policies & Procedures:</u></p> <ul style="list-style-type: none"> Safeguarding & reporting procedure in line with safeguarding policy Complaints and disciplinary procedure Health and safety procedure in line with accident and injury policy Club code of conduct/adherence to British Dodgeball code of conduct Member data collected & stored in line with GDPR Policies accessible to members <p><u>Safety & Safeguarding</u></p> <ul style="list-style-type: none"> Access to first aid at sessions & competitions DBS checks for coaches who regularly work with under 18's Record of committee members' and coaches' first aid, safeguarding & coaching qualifications and DBS checks 	<ul style="list-style-type: none"> <u>Safeguarding policy</u> <u>Safeguarding Page</u> <u>Complaints & disciplinary policy</u> <u>Health & safety policy</u> <u>Accident & injury policy</u> <u>Risk assessment</u> <u>Code of conduct</u> Membership policy referencing British Dodgeball code of conduct <u>Data protection policy</u> Evidence how policies are shared with members Confirm who supplies first aid (the venue/club) First aid certificate <u>Criminal record checks</u> Coaching/committee database Coaching/committee database