



SWORDMARK CRITERIA AND EVIDENCE

The following criteria and evidence is compiled under the following 4 headings:

1. The Fencing Programme
2. Duty of care and Welfare
3. Community
4. Governance and Club management

Fencing Programme	
Criteria	SwordMark evidence required
Playing Programme 1.1 The Club provides a suitable activity / playing programme(s) which demonstrates and promotes NGB standards	The clubs fencing programme
	The club uses relevant British Fencing (BF) Achievement Awards to enhance its coaching and assessment programme.*
	Fencers are actively encouraged to participate in appropriate competition to their age and level of ability as part of the BF Pathway (TIC/Talent/Vets) *
Development Pathway 1.2 Where appropriate in partnership with BF the Club offers development pathways for all talented athletes	· Example(s) / evidence of an NGB supported development pathway(s)
	· The Club evidences how they recognise and provide support to individuals who show potential or who want to develop
	· Evidence of communication with the membership and with parent(s) / carers where appropriate

Quality of delivery 1.3 The playing programme is regularly reviewed to ensure it continues to meet the needs of members and delivery is of a high quality	<ul style="list-style-type: none"> · Evidence of engaging with members to review their satisfaction
	<ul style="list-style-type: none"> · Evidence of actions taken
New members 1.4 The Club actively welcomes and encourages new members and delivers sessions appropriate to their ability	<ul style="list-style-type: none"> · Evidence of sessions for new members and delivery of sessions appropriate for their ability
	<ul style="list-style-type: none"> · Evidence of sessions to meet all abilities
*Coaching 1.5 The Club ensures all coaches are appropriately qualified and meet minimum standards as set by their NGB	<ul style="list-style-type: none"> · The club uses registered and/or licensed coaches to plan and run sessions. *
	<ul style="list-style-type: none"> · Records of all coaches and their relevant technical qualifications, experience aligned to BF minimum standards
	<ul style="list-style-type: none"> · Details of coach to participant ratios for all sessions as set by your BF
Coaching 1.6 Coaches, volunteers, instructors, club activators and Club Welfare Officers and all those involved in delivery of suitable activity / playing programme understand their roles, responsibilities and expected standards of behaviour	<ul style="list-style-type: none"> · Code(s) of conduct and role outlines for all coaches, volunteers, instructors and club activators and Club Welfare Officers – demonstrate how this is implemented at induction and reviewed within the Club
	<ul style="list-style-type: none"> · All coaches responsible for the fencing programme have role descriptions with clear roles and responsibilities assigned.
Coaching 1.7 Those involved in the delivery of the playing programme are provided with support and participate in regular training and development	<ul style="list-style-type: none"> · Evidence of regular / on going training and development for coaches, volunteers, instructors and club activators (including formal and informal

Duty of Care and Welfare	
Criteria	SwordMark evidence required
Safe Environment 2.1 The Club ensures that all activities take place in a safe environment that complies with legal requirements	· Health & Safety policy and evidence of how this complies with statutory requirements and those set by BF
	· Evidence of examples of actions taken to ensure members are safe
	· Completed risk assessment forms
	· Sample accident / incident report form
	· Evidence of access to first aid equipment and appropriate staff / volunteers trained in first aid
Child & Adults at Risk Safeguarding 2.2 The Club has necessary provision in place for the safeguarding and welfare of its members ('Club Child & adult at risk Safeguarding Policy that meets statutory requirements)	· Evidence of a welfare and safeguarding policy and reporting procedures linked to appropriate BF
	· Designated Welfare Officer(s) with a clear role / job description
	· Evidence of implementation of welfare and safeguarding procedures for recruitment, induction and deployment of workforce
	· Evidence of how the Club collects and safely stores all members registration details – to include information on contact details, disability, medical conditions, parental consent(s) and emergency contact information

	<ul style="list-style-type: none"> · The Club evidences how it follows BF or CPSU guidance regarding photography, mobile phones, social media, events, overnight stays and travel
	<ul style="list-style-type: none"> · All members including young people and parents / carers are made aware of these policies and procedures
	<ul style="list-style-type: none"> · Evidence that all lead coaches and volunteers working in regulated activity are subject to a DBS check at enhanced level (including a barred list check); and that other individuals in DBS eligible roles undertake an enhanced level DBS check (without a barred list check)
<p>Systems of reporting 2.3 There are clear systems to report, respond to and manage safeguarding concerns or allegations of poor practice or abuse that arise</p>	<ul style="list-style-type: none"> · The Club has robust responding and reporting procedures for indicators or allegations of poor practice or abuse within the Club
	<ul style="list-style-type: none"> · The Club must have a written complaints and disciplinary policy to address breaches of codes of conduct or the safeguarding policy - this must be communicated to all members, parents / carers, coaches, volunteers, instructors and club activators
<p>Training 2.4 Coaches, volunteers, instructors, club activators and Club Welfare Officers receive an induction which includes information about safeguarding responsibilities, policy and procedures, and are appropriately trained in Safeguarding and Child Protection</p>	<ul style="list-style-type: none"> · All members and coaches have an awareness of the welfare and safeguarding policies and how to raise any concerns they might have
	<ul style="list-style-type: none"> · The Welfare Officer(s) and all coaches to attend a CPSU / BF recognised face to face 'Safeguarding Awareness Workshop' and refresher training to be taken every 3 years (
	<ul style="list-style-type: none"> · Evidence of communication of safeguarding information to all members and parents / carers
	<ul style="list-style-type: none"> · Records of details of Welfare Officer(s) and coaches' technical qualifications, safeguarding training records and DBS checks available through the Club (or accessible through BF)

Community	
Criteria	SwordMark evidence required
Members 3.1 The Club engages with and demonstrates an awareness and appreciation of who its current members, volunteers, coaches, instructors and club activators are	<ul style="list-style-type: none"> · Evidence that the Club actively engages with its current members on general / overall levels of satisfaction and acts on feedback
	<ul style="list-style-type: none"> · The Club consults with members to ensure their offers meet their needs e.g. quality of facility, pricing of sessions
	Coaches, volunteers, instructors, club activators and Club Welfare Officers
	<ul style="list-style-type: none"> · The Club recognises the contribution of coaches, volunteers, instructors, club activators and Club Welfare Officer(s)
	<ul style="list-style-type: none"> · The Club actively engages in succession planning through recruitment of new coaches, volunteers and Club activators
Inclusivity 3.2 The Club creates an inclusive and welcoming environment for all members at all levels	<ul style="list-style-type: none"> · The Club has an inclusion / equity policy
	<ul style="list-style-type: none"> · Coaches, volunteers, instructors, club activators and Club Welfare Officers are appropriately trained / made aware of the inclusion policy of the Club
	<ul style="list-style-type: none"> · The Club has documentation specifically for new members as part of induction; this can be in a range of formats

	<ul style="list-style-type: none"> · The Club welcomes and encourages new members from all sectors of the community as appropriate and uses appropriate methods of communication to engage these audiences
	<ul style="list-style-type: none"> · The Club creates opportunities to actively engage specific audiences in coaching, volunteering, committee, activator roles
	<ul style="list-style-type: none"> · The Club evidences how it provides an inclusive programme for specific groups / audiences e.g. introductory session for targeted groups - women’s session, youth, disabled participants etc.
<p>Engaging as widely as possible 3.3 The Club proactively encourages new members and manages the process for waiting lists where this applies</p>	<ul style="list-style-type: none"> · The Club assigns an appointed person for new member enquiries
	<ul style="list-style-type: none"> · Evidence that the Club has an agreed approach to increase participation from specific groups / audiences e.g. women, disabled participants, and young people
	<ul style="list-style-type: none"> · The Club has due process in place for waiting lists if operating at full capacity and communicates these as required
<p>On going communication with members 3.4 The Club actively engages with members and has an agreed approach regarding engagement for the future</p>	<ul style="list-style-type: none"> · The Club evidences on going communications with members via the appropriate method e.g. newsletters, website, social media...
	<ul style="list-style-type: none"> · Club evidences retention activities
	<ul style="list-style-type: none"> · Evidence that the Club actively follows up with non-active members and lapsed members to re-engage
	<ul style="list-style-type: none"> · Examples of appropriate sessions developed through partnerships with local schools, colleges and community groups

Governance and Club Management	
Criteria	SwordMark evidence required
Club Insurance 4.1 The Club's activities, premises and coaches are insured	· Copies of insurance regardless of owning, leasing or sharing facilities
	· Copies of coaches insurance
British Fencing 4.2 The Club, team or league is affiliated to BF	· Evidence of BF affiliation
Governance 4.3 The Club has governing documents in place	· The Club evidences appropriate governance documents and demonstrates how the Club is managed
	· Club management / committee engage in training (e.g. via Club Matters online resources)
	· Evidence of financial management and systems in place
Roles 4.4 All those involved in the management of the Club understand their roles responsibilities within the Club and what is expected of them	· Evidence of Codes of conduct and role outlines specific to all those involved in the management of the club
Specific membership 4.5 The Club has specific membership categories and pricing policies as appropriate	· The Club evidences different classifications of membership categories and Club's pricing policy
Club development 4.6 The Club is proactive about development through structured and shared planning and where relevant develops outreach work	· The Club evidences a development / improvement plan with staged goals.