# British Cycling – Annual Club Health Check

**Guidance Notes**

Before submitting the Annual Health Check template (below), please follow this guidance to assist with the completion.

We appreciate that not every detail may be available to you, please provide as much information as possible and we will be on hand to help complete remaining details (for example, membership numbers and qualification requirements).

**Volunteer Name and Role**

* If a volunteer holds more than one role at the club, please list each role.
* As a requirement, please provide details for the following roles:
* Club Secretary
* Club Chairperson
* Club Treasurer
* All active Club Coaches (for clubs delivering coached activity)
* Club Welfare Officer(s) (for all clubs with u18s and/or vulnerable adults, please also include any ‘deputy’ or ‘candidate’ welfare officers)
* Go-Ride Club Contact (for all clubs providing Go-Ride Activity)
* Club Administrator. For example anyone who has access rights to the Club Management Tool (CMT Admin)
* We are also keen to see additional roles that help the club to be successful, please list these roles where you feel it is relevant, examples may include:
* Membership co-ordinator
* Young Volunteer co-ordinator
* Club Captain(s)
* Club co-ordinators (Women & Girls / Inclusion / Racing / Disability / Social)

**Free Memberships**

* We offer accredited clubs 7 free silver memberships annually, whilst not mandatory, we recommend these memberships are allocated to certain roles:
* 4 x Club Coaches
* 1 x Go-Ride Contact
* 2 x Club Welfare Officers

**Emergency First Aid Qualification**

We encourage all active volunteers to hold appropriate EFA, however, details on minimum requirements for different activities can be found [here](https://www.britishcycling.org.uk/coaching/article/20180208-coaching-static-content-First-Aid-requirements-0)

**Safeguarding Requirements**

It is essential that every Club that has children (those under the age of 18 years) as members or users of their services complies with the Mandatory Safeguarding Requirements set out in the British Cycling Safeguarding Children and Young People Policy. This can be found [here.](https://www.britishcycling.org.uk/zuvvi/media/bc_files/rulebook/2018/22._Safeguarding_Children_and_Young_People_2021.pdf) The British Cycling Compliance Team will advise on the required training for your Club Welfare Officer. Contact them via compliance@britishcycling.org.uk

**DBS Requirements**

* A DBS check is a mandatory requirement for any person (16+) that is in Regulated Activity with a young person (under 18). Regulated Activity is defined as part of our DBS guidance, which can be found [here](https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/DBS_Guidance.pdf)
* All DBS checks are valid for 3 years, at which point a certificate renewal will be required.

**Adults at Risk**

We can also play a crucial role in supporting adults who may be at risk of harm. Getting safeguarding right will ensure a wider participation in our sport and provide safe access for everyone.We encourage all clubs to appoint a Club Welfare Officer and implement appropriate safeguarding measures for all their members, irrespective of age. The British Cycling Compliance Team can give further advice on Safeguarding Adults, contact them via compliance@britishcycling.org.uk for more details.

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| **Volunteer Name** | **Volunteer Role** | **Membership Number** | **Free Membership** **(yes / No)** | **Do they work directly with u18s or adults with care and support needs (yes / no)** | **Highest British Cycling Qualification (if actively delivering coaching)** | **Emergency First Aid****Qualification** | **Safeguarding Children** | **Enhanced DBS Check** |
|  |  |  |  |  |  | Completion  | Expiration  | Completion | Expiration  | Expiration Date |
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