



Disability Kitemark Club Pack



Dear Club Contact,

Thank you for expressing an interest in undertaking the Disability Kitemark process on behalf of you club.

This kitemark represents another step forwards for disability bowls within England. In 2014, the inaugural National Disability Strategic Action Plan was launched and within it was a stated collective desire from all parties involved to recognise and reward affiliated clubs who were operating to a desired standard and providing participation opportunities and a welcoming environment for disabled people. It is absolutely essential that all clubs strive to be as inclusive as possible and embed themselves within their local community, and this kitemark represents a way to recognise clubs who are already doing this.

This pack has been designed by the National Disability Steering Group to be as user friendly as possible with a recognition that, in the majority of cases, those completing it will be volunteers. There is no desire to create unnecessary paperwork, but equally it is important that the kitemark assessment process is thorough and gives sufficient confidence to those external to the process that each club who undertakes the process is operating to an equal minimum standard. It is this consistency that will give the kitemark, and the clubs who are awarded it, the credibility and profile that they deserve.

Aside from the recognition that the kitemark will bring to clubs, it will also allow national and local bowling and/or disabled organisations to have the confidence to recommend your club's facilities to disabled, and non-disabled people, who wish to take up bowls.

Thank you for being a leading part of a process that will deliver significant improvements for disabled people inside and outside of our sport.

Regards

Paul Brown

Chairman of Disability Bowls England and the National Disability Steering Group (consisting of the Bowls Development Alliance, Bowls England, English Indoor Bowling Association, AeroBowls UK and English Federation of Disability Sport)

Assessor

Print Name

Sign Name

Date

Club Representative

Print Name

Sign Name

Date



Participation

= Mandatory criteria

For the Participation section, it is expected clubs will be able to evidence 3 of the 5 criteria which must include any criteria indicated as mandatory.

		Examples of Evidence
1	Individual member key information held by the club (e.g. age, gender, disability)	<ul style="list-style-type: none"> - Membership registration forms - Membership database

Why are we asking for this?

It's important for club's to know their members, and that means asking certain questions regarding their age, gender, disability and even playing preferences and habits. The more a club knows about the people using their facilities, the easier it becomes to develop a club environment that everyone is comfortable in and can enjoy.

Evidence

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		Examples of Evidence
2	Structured participation and/or recruitment sessions for disabled people (at least once per month)	<ul style="list-style-type: none"> - Advertisement for sessions - Session register - Photos of club noticeboard or screenshot of website

Why are we asking for this?

It's important that any club awarded the Disability Kitemark is consistently active with their recruitment and participation opportunities for disabled people. Recruitment in particular is more than a once a year activity.

Evidence

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3	Inclusive participation opportunities at all playing levels (social, inter-club leagues and competitions)	<ul style="list-style-type: none"> - Match results - Photographs of participation - Inclusive statement on membership forms
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Why are we asking for this?

All clubs should be able to demonstrate that people of all ages and abilities, disabled and non-disabled, can take part in the sport at any level from social to elite level.

Evidence

4	Tailored accessibility guide available to all members	Members Welcome Pack
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Why are we asking for this?

It's important that your members know exactly what facilities and sessions your club has for disabled people, as they will be able to help communicate this message to the wider community. So a short guide detailing all your club has to offer is a great way to help your members spread the message!

Evidence

5	Proactive attitude to recruitment of disabled people	<ul style="list-style-type: none"> - Club Mission Statement - Demonstrated through the evidence within the portfolio - Quotes from club members, committee, coaches or visitors
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Why are we asking for this?

It's imperative the sport, it's clubs, coaches and bowlers all demonstrate a proactive attitude to getting more disabled people playing the sport. As with any recruitment, a club who is welcoming and demonstrably pleased to see new members joining their club is one which will succeed and grow.

Evidence

Communications

= Mandatory criteria

For the Inclusive Communications section, it is expected clubs will be able to evidence 3 of the 5 criteria which must include any criteria indicated as mandatory.

6	Facility accessibility information listed within the disability section of club's website (if available) & club members made aware	<ul style="list-style-type: none"> - Photograph of promotion within the premises - Hard copy of accessibility information - Website screenshot
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Why are we asking for this?

It's really important that disabled people can access information regarding your clubs facilities ahead of their first visit. The number of disabled parking spaces and the distance that they are from the door, the number and location of the accessible toilets and the nature of the access to the green are all examples of information that people will require so take the opportunity to communicate this widely through your website and your members.

Evidence

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7	Relevant club contacts listed on all promotional material	<ul style="list-style-type: none"> - Specific club contact details from club website - Hard copy of promotional material displaying key contact details
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Why are we asking for this?

It is good practice for relevant club contact details to be listed on any marketing material or documents. However, for disabled participants it is essential that there is at least one point of contact for the club who can be contacted to answer any questions prior to any facility visits.

Evidence

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8	A regularly updated website, including a disability section	<ul style="list-style-type: none"> - Website screenshot - Log of website alterations - Print out of disability section
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Why are we asking for this?

A regularly updated website creates a great first impression for anyone looking to join a new club. The majority of people use the internet to find out information and therefore it is important that all clubs have an online presence. The addition of a disability section promotes the inclusive attitude that your club has and also gives the club the opportunity to communicate any key messages such as dates of sessions and how to join.

Evidence

9	Positive messages in relation to disability bowls clearly displayed via all communication channels (e.g. noticeboards, newsletter, website, social media)	<ul style="list-style-type: none"> - Hard copies of all relevant communications/publications - 3 specific examples of sharing positive messages in relation to disability bowls via screenshots of suggested methods
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Why are we asking for this?

It's nice to be wanted, so make sure the club takes every opportunity to demonstrate their proactive and inclusive attitude.

Evidence

10	Key club documents available in accessible formats if requested	<ul style="list-style-type: none"> - Website screenshot - Hard copy of accessible documents (large print, or audio version)
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Why are we asking for this?

Should anyone need information in a different format, it's important that the club can provide this. That doesn't mean to say you need to have braille copies of every document, just that you've got plans in place to ensure everyone can access the same information.

Evidence

Workforce

= Mandatory criteria

For the Workforce section, it is expected clubs will be able to evidence 3 of the 5 criteria which must include any criteria indicated as mandatory.

11	Minimum of one trained Club Welfare Officer	- Certificate of safeguarding course completion, including expiry dates
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Why are we asking for this?

It is essential that every club has a trained Club Welfare Officer and can offer a safe and secure environment for all of its members.

Evidence

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12	Minimum of one club committee members/club coaches attended the "Working with Disabled People in Bowls" training module	- Certificate of attendance
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Why are we asking for this?

It's important that there are sufficient individuals within your club with the appropriate training to ensure that disabled bowlers can receive the best possible experience. The "Working with Disabled People in Bowls" module is the only disability specific bowls training available and has received very positive reviews.

Evidence

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13	Access to a minimum of one Coach Bowls qualified coach	<ul style="list-style-type: none"> - Provide coach contact details - Coach Bowls registration number
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Why are we asking for this?

As a matter of good practice, all clubs should have access to a qualified coach. Whether the coach is a member of your club or not isn't too important, but it is essential that you can call on the services of a trained and qualified coach at Level One or above.

Evidence

14	Minimum of two club members attended the "Play Bowls Activator" training module	<ul style="list-style-type: none"> - Certificate of attendance - Hard Copy of relevant procedures/policies
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Why are we asking for this?

Similar to criteria 11, having appropriately trained volunteers will allow your club to make the very best first impression on potential new members. The "Play Bowls Activator" module has been written to ensure that this impression is the best it can be and get your recruitment drive off to the best possible start.

Evidence

15	Minimum of one club member attended a disability awareness and/or impairment specific training module	<ul style="list-style-type: none"> - Certificate of attendance - Photographic evidence of coaching participants with specific impairment in relation to course attended
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Why are we asking for this?

If your club is pro-actively offering participation opportunities for disabled people, then it makes sense to undertake specific impairment training. Many clubs offer sessions for blind bowlers, for example, so having that extra expertise will ensure that the club can offer the very best experience for its bowlers.

Evidence

Facility Accessibility

= Mandatory criteria

For the Facility Accessibility section, it is expected clubs will be able to evidence 3 of the 5 criteria which must include any criteria indicated as mandatory.

16	Ramp and/or handrail access to the playing surface	- Photographic evidence of access
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Why are we asking for this?

Clearly, entry to the green is an important facility issue and the presence of a ramp and/or handrail will ensure that the majority of people will be able to access the playing surface.

Evidence

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17	Detailed facility accessibility information available for prospective facility visitors	<ul style="list-style-type: none"> - Information listed within the disability section on the clubs website - Hard copy available within the facility - Website screenshot
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Why are we asking for this?

Ahead of any facility visit, people like to know what they should expect. A short guide detailing the types of facility features and accessibility points allow people to visit your club with confidence and/or make appropriate arrangements to cater for specific needs.

Evidence

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18	Adaptive equipment available on site for the use of disabled bowlers	<ul style="list-style-type: none"> - Tour of facility - Inventory of adaptive equipment - Photographic evidence of equipment in use - Hire / loan contract
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Why are we asking for this?

There is a lot of adaptive equipment available for clubs to purchase from a variety of retailers and it is important that your club has this type of equipment available at all times, so that anybody can take part in bowls within your facility.

Evidence

19	Accessible toilet facilities available	<ul style="list-style-type: none"> - Tour of facility - Photographic evidence - Hard copy of floor plans
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Why are we asking for this?

It's really important that disabled people feel comfortable within your club, and the means making sure there is at least one toilet within your club which is accessible for disabled people.

Evidence

20	Minimum of three disabled parking bays within 100 meters of the building entrance	<ul style="list-style-type: none"> - Photographic evidence - Site plan diagram
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Why are we asking for this?

As with most facilities, disabled parking bays are an essential part of providing stress-free access to your club.

Evidence

Policies and Procedures

= Mandatory criteria

For the Policies and Procedures section, it is expected clubs will be able to evidence 4 of the 5 criteria which must include any criteria indicated as mandatory.

21	Club Equality and Diversity policy	<ul style="list-style-type: none"> - Hard copy - Online version, via club website - Photo of hard copy on noticeboard
22	Safeguarding guidelines, policies and templates visible and available within the facility	<ul style="list-style-type: none"> - Hard copy - Photograph of guidelines available within the premises - Website screenshot
23	Health and Safety policy including templates for Risk Assessments	<ul style="list-style-type: none"> - Hard copy - Website screenshot

Why are we asking for these?

It is essential for all clubs to have the appropriate policies and procedures in place, partly as it is good practice but mainly as it provides the club and its members with confidence that the appropriate plans and considerations are in place but also guidance for when things don't go as expected.

Evidence

24	Confidential club member feedback process	<ul style="list-style-type: none"> - Photograph of comments box - Copy of comments form
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Why are we asking for this?

Your members are your most valuable asset, they can let you know what is going really well and what needs improvement but many are reluctant to do this "in public". So make sure you have a process whereby members can give their feedback in a safe and confidential environment.

Evidence

25	Completion of EFDS Inclusive Club Hub tool	- Printed copy of Club Hub completion message or development plan
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Why are we asking for this?

The English Federation for Disability Sport Inclusive Club Hub tool is a free resource and represents a fantastic “health check” for any sports club. It’s highly recommended that club’s utilise this resource, which also generates a development plan for your club upon completion.

Evidence
