



Perth & Kinross Accredited Club Excellence Scheme

PACES is a straightforward quality assurance system that has been designed to help voluntary sports clubs in Perth and Kinross operate efficiently and effectively. The process of accreditation will lead to improvements in club development as clubs take a systematic look at what they do and decide exactly where improvements are needed. **PACES** gives a flexible approach to developing a quality sports club and the three levels of accreditation are Foundation, Community and Development. The different levels of accreditation give your sports club a framework for stage-by-stage improvements to both the quality of delivery and the way your club is managed.

PACES recognises that your club provides high quality sporting opportunities and once accredited, clubs can promote their quality status on all club documentation and publicity materials to validate the club's credentials to:

Members	<i>indicating that your club is well-run, efficient and effective</i>
Coaches/instructors	<i>showing that you take your sporting activities seriously and you support your volunteers</i>
Parents/teachers	<i>demonstrating that you are safe and have good child protection measures in place</i>
General public	<i>reassuring everyone that you care about your sport and its organisation</i>

PACES has been developed by the clubs for the clubs

If you would like further information on **PACES, please contact:**

The Sports Development Team
Perth & Kinross Council
79 Dunkeld Road
PERTH
PH1 5DH
Tel: 01738 472236 or email pkcsport@pkc.gov.uk
www.pkc.gov.uk/sportsdevelopment

Criteria / Benefits

Foundation Level Criteria

Evidence of the following to a satisfactory level is required (documents can either be stand alone or incorporated into a larger document)

- Constitution
- Affiliation to Perth & Kinross Sports Council or National Governing Body
- Public Liability Insurance
- Child Protection Policy / Procedures (including Vulnerable Adults if applicable)
- Child Protection Officer training
- Codes of Conduct
- Disciplinary Procedure
- Recruitment Procedure
- Disclosure checking process
- Risk Assessment Procedure
- Bank account
- Coaching qualifications
- First Aider / access to First Aider
- Minimum of 1 hour per week of sports provision (children)
- Engagement with local Community Sports Partnership

Your Sports Development Officer will check over all the documentation and make recommendations if necessary for quality improvement. Templates of standard policies and procedures are also available if required.

As a **Foundation Level PACES** club, you will benefit from:

- free Sports Coach UK workshops
- free Emergency 1st Aid training
- free Positive Coaching workshops
- priority for block bookings at Community Campuses
- promotion on Perth & Kinross Council website / other promotional materials
- invitation to Perth & Kinross Sports Awards evening

Community Level Criteria

- Evidence of an Annual Action Plan
- Nominations submitted for all possible Perth & Kinross Sports Council awards
- Minimum of 2-4 hours per week of sporting provision (children) and / or signposting to similar local opportunities in Perth & Kinross
- Signposting for Sport & Active Recreation Service opportunities e.g. summer holiday programmes
- Attendance at Progressing Your Club evenings organised by local Community Sports Partnerships

Your Sports Development Officer can help you to develop an action plan and standard templates are available if required.

As a **Community Level PACES** club, you will benefit from:

- dedicated Sports Development Officer time to help with funding applications
- guaranteed short work placement for a young person from the club with the Sports Development Team (duration / format to be determined with club)

Development Level Criteria

- Evidence of a 3 year Development Plan including Succession Planning
- Actively contributing to objectives of Sport & Active Recreation Framework 2011-2015 and specifically to Objective 3 (widening participation to Girls & Women)
- Evidence of effective and robust school-club links
- Evidence of equitable practice

Your Sports Development Officer can help you to develop a development plan and standard templates are available if required.

As a **Development Level PACES** club, you will benefit from:

- dedicated Sports Development Officer time to assist with application for charitable / SCIO status or any other status as determined by the club
- in-house training / coach education organised (and associated funding)

6. Active Schools
Please list the schools you currently work with
Please list the schools you would like links with in the future, if not already mentioned above
7. Your Club
Please list club strengths (e.g. regular recruitment of volunteers, good links with schools etc.)
If there are any areas of development your club would like help with, please detail below (e.g. funding, new volunteers, development/action plans etc.)

Your answers are confidential. We, Perth & Kinross Council, will use your personal data for monitoring purposes only. This data will be shared with **sportscotland** for monitoring purposes, in order to support sports and policy development, and where applicable to assess the impact of Community Sports Hubs. Perth & Kinross Council will not pass this information to any third-party or use it for any other purpose. We will collect and process all personal data in line with the Data Protection Act 1998.

Declaration: I authorise the use of my personal information for the above stated purpose and agree to complete and return a Club Monitoring Form by 15 March each year. I also understand that PACES status can be reviewed at any time at the discretion of the Sports Development Team. I agree on behalf of the club to the use of club contact and training information within Perth & Kinross Council and Live Active Leisure promotional materials, including websites (PACES clubs will be given priority space and promotion)

Authorised Club Signatory	
Position within Club	
Date	

Data Protection Act 1998

In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Executive Director (Education & Children's Services), Education & Children's Services, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Communications Manager on 01738 476873.



Council Text Phone Number 01738 442573

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