

Introduction

Summary

Clubs and networks are fundamental to participation and progression in your sport. Sports organisations have an important responsibility to ensure that they have an effective structure of clubs and networks and that these organisations are effectively run and developed for the benefit of the sport.

The unit is divided into two parts. The first part describes the two things you have to do. These are:

B233.1 Plan and monitor the development of clubs and networks

B233.2 Support the development of clubs and networks

The second part describes the knowledge and understanding you must have.

Target Group

The unit is recommended for national governing body or other sports organisation officers with responsibility for developing the sport, especially at grassroots level.

B233.1

Plan and monitor the development of clubs and networks

The National Standard

What you must do

To meet the national standard, you must:

- 1 identify potential representatives to take forward the local development of clubs and networks
- 2 provide potential representatives with the information and advice they need to develop local clubs and networks
- 3 ensure that representatives are consulted on your organisation's **policies and procedures** and their local interpretation and implementation
- 4 monitor the structure and processes of clubs and networks, evaluate these against your organisation's aims, objectives, **policies and procedures**
- 5 recommend to representatives the actions they need to take to ensure they comply with aims, objectives, **policies and procedures**
- 6 provide advice on specialist services to representatives
- 7 help representatives to develop realistic strategies for the development of clubs and networks
- 8 provide support for the implementation, monitoring and modification of these strategies

What you must cover

This element covers the following:

- a policies and procedures** covering
- 1 eligibility for membership
 - 2 structure and governance
 - 3 legal requirements
 - 4 health and safety
 - 5 child protection
 - 6 equity
 - 7 anti-doping
 - 8 marketing
 - 9 sports development
 - 10 competition

B233.2

Support the development of clubs and networks

The National Standard

What you must do

To meet the national standard, you must:

- 1 maintain up-to-date and accurate information and resources on your organisation's **policies and procedures**
- 2 circulate information and resources to local representatives on a regular and timely basis
- 3 respond to requests for information and advice promptly, ensuring that information and advice is accurate and complies with your organisation's **policies and procedures**
- 4 refer any requests beyond your level of competence to specialist advisers

What you must cover

This element covers the following

- a policies and procedures** covering
- 1 eligibility for membership
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What you must know and understand

To be competent in this unit, you must know and understand the following

- K1 the role of clubs and networks in your sport and how they assist in its development
- K2 the structure of your organisation on a national, regional and local level
- K3 the aims, objectives, policies and procedures of your organisation
- K4 legal requirements associated with clubs
- K5 guidelines and procedures for the governance of clubs
- K6 how to relate national policies and procedures to the local level
- K7 how to identify potential representatives to take forward local clubs and networks
- K8 the information and advice you need to supply to local representatives when they are establishing or developing clubs and networks
- K9 the consultation processes you should follow with clubs and networks and how to make such consultation effective
- K10 how to monitor the structure and processes within clubs and networks and ensure they are conforming to policies and procedures
- K11 how to recommend actions that clubs and networks should take to ensure conformity with policies and procedures
- K12 specialist services within your organisation that are relevant to clubs and networks and how they can access these
- K13 how to develop and maintain information and other resources that may be relevant to clubs and networks
- K14 processes and procedures to keep clubs and networks up-to-date on the information and resources available to them
- K15 the limits of your own competence when it comes to providing information and advice and who you should refer other requests to