TRIMARK CLUB BRONZE ACCREDITATION

APPLICATION GUIDANCE FOR CLUBS
This document takes you through the process of making your club’s TriMark Bronze application. The left side of the pages are screen shots of the online forms you need to complete, from the point of affiliation through to the form you need to complete for the TriMark Bronze accreditation. The right hand side are notes to help you complete the form.

**TRIMARK CLUB BRONZE CRITERIA**

**The Club is a “Community Triathlon Club”**.
- Only Community Clubs can apply for TriMark.
- There is a link to club type definitions [HERE](#).

**Club has an “Open and non-discriminatory Constitution”**.
- A constitution guide can be downloaded [HERE](#).
- Note you can amend this to suit your club.
The club Committee consists of a minimum of; CHAIR, SECRETARY and TREASURER and if the club has junior WELFARE OFFICER.

- This is the minimum we require for TriMark Bronze, your club may have more committee roles.
- The committee members should not be related.
If you are a club with junior triathletes you need to have a named WELFARE OFFICER (compulsory for clubs with juniors).

The club’s Welfare Officer needs to have taken Safeguarding training and has agreed Roles and Responsibilities and has a DBS check done.

- A listing of Safeguarding workshops can be found [HERE](#). EduCare also offer online training. The "Child Protection and Active Leisure" modules would be accepted as Safeguarding training for TriMark Bronze [HERE](#).

- Welfare officers will need a DBS check done through British Triathlon. The DBS checking process is the area where most clubs experience a delay in being awarded TriMark Club Bronze accreditation. More information on the DBS process and FAQs can be found [HERE](#).

The club has a training timetable.

- Have you listed all your training sessions? The information is listed on the BTF Club directory and could help to attract new members to your club.
- You can add sessions via the club management pages.
Club has agreed to abide by BTF Policies on; Safeguarding, Equity and Diversity, Clean-Sport.

- We will need to see an endorsing statement from the club committee that the club has formally agreed to abide by these polices.
- Some clubs have added that to their club’s constitution.
When your club has affiliated, the club can then make the TriMark Bronze application. The following pages take you through the TriMark Bronze accreditation forms.

When your club affiliates you can then apply for TriMark Club Bronze via the Club Management Pages.

- If you have lost the club’s log in details direct them to contact membership@britishtriathlon.org.

The TriMark Club Bronze application is by self-declaration.

- Once you have submitted your club’s application your Regional Manager will contact you to arrange a visit to verify your club’s submissions.
- As mentioned in the section above a number of criteria required for TriMark Club Bronze were required when your club affiliated as a Community Triathlon Club.
The club Coaches include at least one BTF Level 2 or post October 2016 BTF Level 1 coach. Coaches need to hold current BTF coach membership.

- All you need to do is enter LAST NAME, BTF Membership Number and the GROUP coached, ADULTS ONLY, JUNIORS ONLY or BOTH groups.

- List ALL your club’s coaches.
- Including any single discipline coaches.

COACHES THAT COACH JUNIORS ON A REGULAR BASIS NEED TO HAVE A DBS CHECK DONE. THIS HAS TO BE DONE THROUGH BRITISH TRIATHLON.
**NOTE: REGULAR coaching of juniors is defined as being in direct contact with children:**
- once a week or more
- 4 or more times in a 30 day period, or
- overnight between 2am and 6am

**FOR SINGLE DISCIPLINE COACHES:***

- Enter FIRST NAME, LAST NAME, QUALIFICATION, NGB Membership Number and the GROUP coached.

**WHEN WE VISIT WE WILL NEED TO SEE:**
- Single discipline coaches qualifications
- Proof of NGB membership (insurance)

**ONLY COACHES THAT COACH JUNIORS ON A REGULAR BASIS NEED TO HAVE A DBS CHECK DONE. THIS HAS TO BE DONE THROUGH BRITISH TRIATHLON.**

- Application forms can be requested via dbs@britishtriathlon.org.
- Please note that the BTF Safeguarding team need to see a copy of any DBS checks issued. When a coach receives their DBS certificate they need to send a copy to dbs@britishtriathlon.org without this copy we can’t verify that the coach has a valid DBS check.
The DBS checking process is the area where most clubs experience a delay in being awarded TriMark Club Bronze accreditation. More information on the DBS process, check [HERE](#).

The club’s training sessions are run in line with the Coaching Guidelines.

- You can download the Coaching Guidelines at the link. Please pay particular attention to the coaching ratios for each session.

All Coaches have agreed to Roles and Responsibilities and Coaches Code of Ethics and Conduct.

- There are several guide documents at the link [HERE](#), including a range of Coaching Roles.
- When we visit we will need to see Roles and Responsibilities document, including an agreement to uphold the coaches code of Ethics, is signed and dated by each coach.
The club has a contact for prospective new members.

- It’s important that potential new members know who to contact about joining.

The club Committee have agreed Roles and Responsibilities.

- All club officers need to have agreed and signed and dated a Roles and Responsibilities document for their role. There are several guide documents at the link [HERE](#).
- It is important to note that these are guidance documents to provide a starting point and can be edited to suit the expectations of that role in the club.

When you have finished click **SUBMIT APPLICATION**

You will receive an automated email confirming your application. Your Regional Manager will then contact you to arrange a meeting.
For more information on TriMark Club Accreditation or if you have any questions on the criteria or process please contact the Club Accreditation Lead.

E: clubaccreditation@britishtriathlon.org