

PRO ACTIVE CLUBS CRITERIA – Minimum criteria are highlighted in yellow- Clubs must meet these before applying for funding and commit to meeting all criteria by the end of their project

	Criteria	Evidence
Activity / Playing programme	The Club ensures all coaches are appropriately qualified and have a minimum of one EHA Level 2 coach actively involved in the delivery of club activities - This can include a coach working towards a L2 or booked onto a course	<ul style="list-style-type: none"> Records of all coaches and their relevant technical qualifications, experience aligned to EHA minimum standards
	The Club actively welcomes and encourages new members and delivers sessions appropriate to their ability	<ul style="list-style-type: none"> Evidence of sessions for new members and delivery of sessions appropriate for their ability
	Coaches, volunteers, instructors, club activators and Club Welfare Officers and all those involved in delivery of suitable activity / playing programme understand their roles, responsibilities and expected standards of behaviour	Code(s) of conduct and role outlines for all coaches, volunteers, instructors and club activators and Club Welfare Officers – demonstrate how this is implemented at induction and reviewed within the Club
	The Club has a minimum of 2 qualified handball referees	<ul style="list-style-type: none"> Evidence of attendance at EHA referee workshop
Duty of care & welfare	The Club has necessary provision in place for the safeguarding and welfare of its members	<ul style="list-style-type: none"> Evidence of a welfare and safeguarding policy and reporting procedures linked to EHA Evidence that all lead coaches and volunteers working in regulated activity are subject to a DBS check at enhanced level (including a barred list check). The Club evidences how it follows EHA or CPSU guidance regarding photography, safety online, social media, events, overnight stays and travel

	<ul style="list-style-type: none"> Evidence of how the Club collects and safely stores all members registration details – to include information on contact details, disability, medical conditions, parental consent(s) and emergency contact information
The club has a qualified and recognised club welfare officer in place	<ul style="list-style-type: none"> Evidence of role description Records of qualification
The club has are clear systems to report, respond to and manage safeguarding concerns or allegations of poor practice or abuse that arise	<ul style="list-style-type: none"> The Club has robust responding and reporting procedures for indicators or allegations of poor practice or abuse within the Club The Club must have a written complaints and disciplinary policy to address breaches of codes of conduct or the safeguarding policy - this must be communicated to all members, parents / carers and club volunteers
Coaches, volunteers and Club Welfare Officers to receive an induction which includes information about safeguarding responsibilities, policy and procedures, and are appropriately trained in safeguarding and Child Protection	<ul style="list-style-type: none"> All members and coaches have an awareness of the welfare and safeguarding policies and how to raise any concerns they might have The Welfare Officer(s) and all coaches to attend a CPSU / NGB recognised face to face 'Safeguarding Awareness Workshop' and refresher training to be taken every 3 years (refresher training may be online) Evidence of communication of safeguarding information to all members and parents / carers Records of details of Welfare Officer(s) and coaches' technical qualifications, safeguarding training records and DBS checks available through the Club
The club has a Health & Safety policy in place	<ul style="list-style-type: none"> Completed risk assessment forms Sample accident / incident report form

	The club has a qualified first aider present at club activities	<ul style="list-style-type: none"> Evidence of access to first aid equipment and records of appropriate staff / volunteers trained in first aid
	The club has a social media policy in place to protect itself and young players	<ul style="list-style-type: none"> Evidence of policy and communication of it to members
Knowing your club & community	The Club creates an inclusive and welcoming environment for all members at all levels	<ul style="list-style-type: none"> The Club has an inclusion / equity policy Coaches, volunteers, instructors, club activators and Club Welfare Officers are made aware of the inclusion policy of the Club The Club evidences how it provides an inclusive programme for specific groups / audiences e.g. introductory session for targeted groups - women's session, youth etc.
	The Club proactively encourages new members and manages the process for waiting lists where this applies	<ul style="list-style-type: none"> The Club assigns an appointed person for new member enquiries Evidence that the Club has an agreed approach to increase participation from specific groups / audiences e.g. women and young people The Club has due process in place for waiting lists if operating at full capacity and communicates these as required
	The Club actively engages with members and has an agreed approach regarding engagement for the future	<ul style="list-style-type: none"> The Club evidences ongoing communications with members via the appropriate method e.g. newsletters, website, social media... Evidence that the Club actively follows up with non-active members and lapsed members to re-engage Examples of appropriate sessions developed through partnerships with local schools, colleges and community groups
Club Management	The Club's activities, premises and coaches are insured	<ul style="list-style-type: none"> Copies of insurance regardless of owning, leasing or sharing facilities

	<ul style="list-style-type: none"> · Copies of coaches insurance
The Club is affiliated to the EHA	<ul style="list-style-type: none"> · Evidence of EHA affiliation
<p>The Club has appropriate governance procedures and documents in place to be able to meet tier 1 requirements of the governance code for sport - https://www.sportengland.org/about-us/governance/a-code-for-sports-governance/</p>	<ul style="list-style-type: none"> · Club constitution, clear club purpose and inclusive membership scale · Evidence of regular committee meetings with minutes · Conflicts of interests evidenced and recorded · Minimum of 3 committee members are unrelated or non-cohabiting · Skills and diversity of committee members are considered · Committee members are subject to regular election · Bank account with two signatories · Annual accounts are prepared, scrutinised independently and available to members
The Club has specific membership categories and pricing policies as appropriate	<ul style="list-style-type: none"> · The Club evidences different classifications of membership categories and Club's pricing policy
The Club is proactive about development through structured and shared planning and where relevant develops outreach work	<ul style="list-style-type: none"> · The Club evidences or is working towards a development / improvement plan