



CLUB MAPPING TOOL

#SupportingOurArcheryCommunity



Background



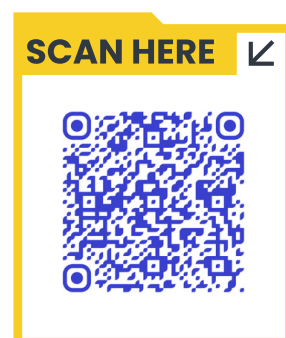
The Club Mapping Tool is a reflection and development tool to support clubs to grow and become more organised, connected and sustainable.

Clubs can work with us, or on their own, with the aim of identifying where the club is at and what the club can develop or enhance further.

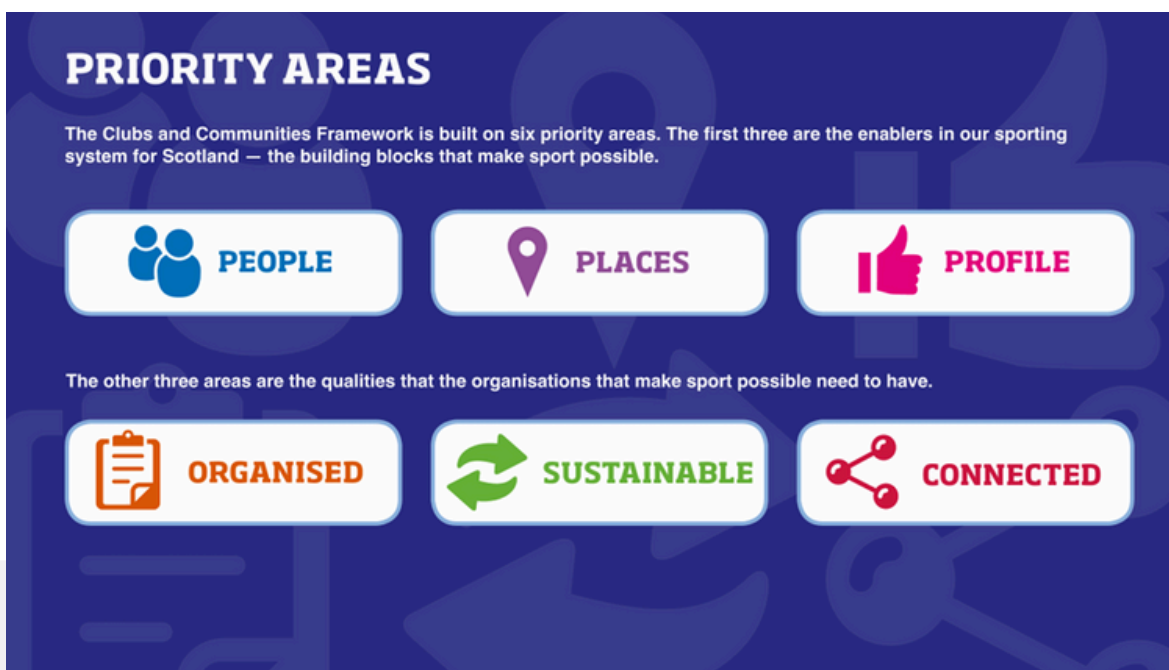
The tracker can be used to help to prepare your club to begin the process of creating a development plan

Structure

The tool is split into 6 areas based on sportscotland's Club and Communities Framework:



sportscotland Club & Communities Framework





Kick-Off Questions

- 1) What have we been doing well recently?
- 2) What can we improve on?
- 3) What's getting in the way of us becoming a more efficient, resilient organisation for the future?
- 4) Are our governance structure, policies and processes fit for purpose and up to date?
- 5) Do we offer and encourage coaches, officials and volunteers to undertake training and learning opportunities where necessary or required?
- 6) Does our club have a development plan to help plan for the future?
- 7) Does our club engage with young people including providing leadership opportunities for them?
- 8) Do we work in partnership with any groups/organisations (sporting & non-sporting) to help achieve social outcomes that have a positive impact on the lives of people in our local community?
- 9) Does our club use various forms of media and platforms to increase profile and reach?
- 10) Is our club inclusive of people who may experience challenges or barriers in accessing sport including those with a disability?

The Tracker

The Club Mapping Tool tracker provides opportunities to log current progress, list the status of each area of development (Red/Amber/Green) and add any additional notes that can be revisited at a later date

Nur	sportscotland	C&C Framework	Sub Category	Club Mapping Tool - Tracker	Descript
1				Child Wellbeing & Protection Officer/Wellbeing Officer	Trained CWPO or Wellbeing Officer, with contact information accessible to members
1				Licensed AGB Instructor	Need Demand/Interest and/or current qualified/licenced instructors
1				AGB L1 Licensed Coach	Need Demand/Interest and/or current qualified/licenced coaches
1				AGB L2 Licensed Coach	Need Demand/Interest and/or current qualified/licenced coaches
1				AGB L3 Licensed Coach	Need Demand/Interest and/or current qualified/licenced coaches
1				AGB L4 Licensed Coach	Need Demand/Interest and/or current qualified/licenced coaches
1				Coaches - Paid/Voluntary	Are coaches paid, voluntary or mix of both?
1				First Aider (Named)	Named First Aider or qualified
1				Volunteer Recruitment	How does club recruit volunteers?
1				Volunteer Recognition & Retainment	How does club recognise existing volunteers and aim to retain them?
1				Young People	How does your club support young people into leadership roles and give them representation & a voice
1				Judges	Need Demand/Interest and/or current qualified Judges
1				Tournament Organisers	Need Demand/Interest and/or current qualified Tournament Organisers
1				Field Captains	Need Demand/Interest and/or current qualified Field Captains
1				Inclusion Ambassador	Does your club have an appointed Inclusion Ambassador(s) that is active within your club? (Role Descriptor?)
1				CPD Training and Learning	CPD Training and Learning opportunities (Internal and External)
1				SDS Disability Inclusion Training (DIT)	Has anyone within your club attended and/or hosted Scottish Disability Sport Inclusion training?
1				Additional learning and development opportunities	Active support for coaches/volunteers to gain CPD opportunities over and above the SDS Disability Inclusion workshop
1				SDS DIT e-learning on Brightspace	Club Coaches & Volunteers completed SDS Intro to Inclusive Practice on Brightspace
1				SDS Inclusive Club Charter e-learning on Brightspace	Club Committee/Volunteers completed/engaged in SDS Inclusive Club Charter on Brightspace
1				AGB Courses - Neurodiversity and Coaching Archers with Disability	Completion of AGB Neurodiversity Training and Coaching Archers with a Disability (Part 1 - e-learning and Part 2 in person)
1				EDI Training	As a club has leader, coaches and committee members received EDI training?
1				LBTH Training	Introduction to LBTH - Inclusion in Sport E-learning Course
1				Child-centred Culture	Child-centred Culture that encourages and fosters enjoyment, participation, development of skills and progression
1				Voice & Choice	Voice and Choice available for Young People
1				Regular Communication	Share regular updates with Young People and Parents/Guardians
1				Barriers to Children & Young People	Proactive steps to help remove barriers to children and young people accessing our club
1				Training & Development for working with Young People	Training and development opportunities available to coaches and volunteers for working Young People
1				Listening to Children & Young People	Listen to children and young people allowing their feedback & views to influence decision-making
1				Children take 10 Questions to ask child's sports club	A checklist for parents/guardians to ask clubs - reflection tool for clubs
2				Venue Accessibility Considerations and Requirements	Considerations include power assisted doors, ramps, handrails, wide accessible doors, parking spaces, toilet/changing provision, lift and any other adjustments
2				Indoor Venue/Facilities	Indoor facility meets the needs and demands - space, storage, safety, toilets, block bookings, facility owned/leased/hired, parking
2				Outdoor Venue/Facilities	Outdoor facility meets the needs and demands - space, storage, safety, toilets, block bookings, facility owned/leased/hired, parking
2				Community Mapping	The community mapping process (also known as community asset or resource mapping) acknowledges that individuals, organisations/groups, and physical place
2				Areas of Deprivation	If an area is identified as 'deprived', this can relate to people having a low income but it can also mean fewer resources or opportunities. SDSD looks at the area
2				Community Asset Transfer	Community Asset Transfer (CAT) is a process that allows a community organisation to take over publicly owned land or buildings in a way that recognises the
2				Digital Accessibility, Visibility & Inclusion	Examples may include positive inclusive imagery on website and correspondence, accessible website, ALT text on images on social media. Does the club
2				Communicating with underrepresented groups	Do you communicate in any way specifically with any underrepresented groups?
2				Celebrating & Promotion of Diversity	How do you celebrate and promote diversity and use successes to challenge perceptions?
2				Website	Share information, increase digital presence of club, connect with members and public, grow your brand awareness and have a place to store vital information

Once completed the tracker, it is recommended to continually refer to & update, and update at least every 2 years.

You can download the tracker on our website [here](#) in the Club Mapping Tool section under Clubs > Club Support

Using the Tool

When using the tool it is worth considering some of the following questions:

- Does our club do this?
- Should our club do this?
- Does our club have this in place?
- Should our club have this in place?
- What is the impact if our club does or does not?
- What are our priorities as a club?
- Can we use information recorded to form a Development Plan?



Also, when using the tool, it is worth considering the tips and advice below:

- Break up each section into manageable chunks. For example, assign one or two people to complete one area, or complete as a committee to stimulate discussion on various areas
- It is recommended not to try to complete all the areas at once, take your time as a group and don't worry about filling in all the sections
- Use or refer to at committee meetings to help reflect, refocus and identify priority areas
- Use tool to add to what club is doing and not necessarily replace or change anything that is working well or is effective





Benefits



Help identify both positive aspects and priority areas for your club



Ensure your club is safe and compliant in relation with child protection, safeguarding and wellbeing requirements and guidelines



Improve standards of your club through development of coaches and volunteers



Increase membership, retain members and help recruit volunteers



Improve organisation and efficiency making your club more resilient and sustainable



Be in strong position to apply for grants and receive funding



Increase profile and visibility of your club



Develop a more inclusive and diverse club culture and identity

#SupportingOurArcheryCommunity

For further information or to get started

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