



**Step into Sport**

**Minimum Operating Standards for placement providers**

**Placement Contact Information**

**Organisation / Club** .....

**Sport / Activity**.....

**Venue**.....

**Volunteer coordinator**.....

**Contact information for person responsible for placement**

**Name (if not the volunteer co-ordinator)**.....

**Address**.....

**Telephone (Landline)**..... **(Mobile)**.....

**E-mail** .....

**What kind of volunteer are you looking for?**

Type of role	Activity - please specify how many volunteers you would require and what the volunteer(s) will be requested to do. e.g. developing a club website
Coaching	
Administration	
Officiating	
Event organisation	
Publicity	

<b>IT / Web design</b>	
<b>Team manager</b>	
<b>Fundraising</b>	

**Is your club or organisation:**

		<b>Yes</b>	<b>No</b>
<b>1</b>	Affiliated to your appropriate body? E.g. NGB If yes which?		
<b>2</b>	Is the placement coordinator trained to work with young people?  If not would you like to attend a 'Guide to mentoring sports coaches' course?		
<b>3</b>	Does your group have appropriate insurance, which must include public liability?  Who is your insurance with?		
<b>4</b>	Has the leader of the session undergone a CRB check?		
<b>5</b>	Does your organisation have a Child Protection Policy?  Has the placement co-ordinator attended a Child Protection course?  If <b>no</b> would they like to attend one?		
<b>6</b>	Does the placement operate an equal access policy?		
<b>7</b>	Has your club/ organisation got the following in place  Risk Assessment process  Incident report forms  Fire and Emergency Procedures  First Aider & First Aid Equipment  Individual forms for participants including emergency contacts and medical information  Club / Organisation code of conduct  <b>If you need support to achieve any of the above the Lincolnshire Sports Partnership has resources available.</b>		

8	Has your placement coordinator attended a volunteer management course? If <b>no</b> would they like to attend one?		
9	Is your club / organisation working towards or has achieved an NGB / organisation kite marking process. For NGBs it is Club Mark. If yes, what accreditation do you have and from which organisation or Governing Body?		

Your club / organisation agree to provide a suitable volunteer placement coordinator to support the young volunteers during their placement. In whatever the role the volunteer undertakes, the club /organisation agree to provide a suitably qualified instructor to work with them. The club / organisation agrees to work towards providing a 'High Quality Placement' as outlined in the attached document provided by the Youth Sport Trust.

Name ..... Signature.....

Position in club /organisation.....

**Completion of the form does not guarantee a young volunteer.**

**Please return this form to Rebekah Sun, Lincolnshire Sports Partnership, Unit 9, Allenby Business Village, Crofton Road, Lincoln LN3 4LN**

**Or to [rebekah.sun@lincolnshiresports.co.uk](mailto:rebekah.sun@lincolnshiresports.co.uk) by the February 1<sup>st</sup> 2008.**