**NSqF Quality Club Criteria**

**Self Assessment**

**Club Name:**

**Date:**

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| **Area** | **Criteria** | **Level 1** | **Level 2** | **Level 3** |
| **Club Management** | Board Structure | There is an effective Board in place with functioning leadership ensuring all legal requirements are implemented. | The club has a complete and functioning board with key positions linked to both legal requirements and the aims and objectives of the club. | The club has established effective sub committees to develop and manage the different areas of club delivery. |
|  | Leadership | The club has in place, NIF club board management requirements of a Leader, Vice President and Economic Manager. | The Club Leader provides guidance and direction to the board and effectively delegates club work to the board and key members. | The Club leader drives the positive culture of the club and manages the board and club as defined in level 2. |
|  | Organisational Chart | The club has reviewed the NSqF club handbook and considered the organisational structure it wants. It has made this clear to the club members. | The club has an organisational chart and roles are filled. | The club has identified club sections and established sub committees to manage the activity. |
|  | Club Mission and Values | The club has aligned its mission and values with those of NIF. | The club has undertaken an exercise of considering and establishing what the club’s purpose is (mission) and how it wants to operate (values). | The club mission is embedded into the club and reviewed regularly. |
|  | Financial Management | There is effective financial management in place. | There are effective financial management and financial forecasts linked to the club plan. | There are effective financial management and financial forecasts linked to the club plan and there are financial reserves in place. |
|  | Club Plan | The club has created a basic plan for the current year. | The club consults members and then creates and publishes a plan. | The club consults members and creates and publishes comprehensive club plan that sets out ambitions for the short, medium and long term. |
|  | Safe Environment  SafeSquash | 1. The Club must have an assigned person to be responsible for Safe Squash at the club  2. Club must display information for members on how to deal with issues of harassment / bullying / abuse. | 1. Level 1 requirements  2. All board members, coaches and activity organisers must undertake the latest training course  3. The course must be retaken every 3 years to keep updated with the latest information | Same as Level 2 |
|  | Police Certificates | Police certificates held by all coaches, the board and every other person who has any contact at any time with children and vulnerable adults.  Club can show evidence the certificates are up to date. | Police certificates held by all coaches, the board and every other person who has any contact at any time with children and vulnerable adults.  Club can show evidence the certificates are up to date. | Police certificates held by all coaches, the board and every other person who has any contact at any time with children and vulnerable adults.  Club can show evidence the certificates are up to date. |
|  | Quality Club Manager | The club has assigned the management of Quality Club Management to a board member who acts as the point of contact for the Quality Club work. | The club has assigned the management of Quality Club Management to a board member who acts as the point of contact for the Quality Club work. | The club has assigned the management of Quality Club Management to a board member who acts as the point of contact for the Quality Club work. |
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| **Activity** | Weekly Squash sessions | Hold weekly squash sessions for all members of all levels and all ages. | Hold weekly squash sessions for all members of all levels and all ages. | Hold weekly squash sessions for all members of all levels and all ages. |
|  | Competitive Squash | Hold a weekly competitive squash session where member (of any age) play against others of a similar level. This should include a promotion / relegation arrangement to permit those improving to progress. | Offer or link into a “box league” system that provides competitive squash at other times than once a week. | Offer or link into a “box league” system that provides competitive squash at other times than once a week. |
|  | Tournaments | Provide at least one internal club tournament per year for members of all levels. | Have the skills and ability to host a NSqF Silver and Gold level tournament. | Have the skills and ability to host a Platinum level tournament. |
|  | Tournaments |  | Offer to host an NSqF Silver / Gold event per year. | Offer to host an NSqF Platinum tournament per year. (if your club doesn’t have the facilities to host this event, please contact NSqF office to discuss) |
|  | Team Squash |  | Enter a team and participate in an inter-club team event. | Enter at least 2 teams and participate in an inter-club team event. |
|  | Junior Squash – training | Hold weekly junior coaching / training. | Hold weekly junior coaching / training. | Hold weekly junior coaching / training. |
|  | Junior Squash – Competitive Squash | Provide weekly competitive squash sessions for junior players. | Link juniors to all senior competitive squash sessions. | Link juniors to all senior competitive squash sessions. |
|  | Junior Squash - Tournaments | Provide at least one internal Junior club tournament per year for juniors of all levels. | Have the skills and ability to host a NSqF Junior tournament. | Have the skills and ability to host a Junior NM level tournament. |
|  |  |  | Offer to host an NSqF junior tournament per year. | Offer to host a junior NM level tournament per year. (if your club doesn’t have the facilities to host this event, please contact NSqF office to discuss). |
|  | Social Squash | Hold at least one social activity squash or non-squash per year. | Deliver a calendar of social events form members per year. | Deliver a calendar of social events form members per year. |
|  | Membership Recruitment | Hold a club recruitment event for both adults and juniors at least once a year. | Hold a club recruitment event for both adults and juniors at least once a year. | Hold a club recruitment event for both adults and juniors at least once a year. |
|  | Junior Squash Levels | Has attended a Junior Squash Levels Webinar and is using the resource to help measure the progress of juniors | Uses Junior Levels as a core part of the junior activity delivered by the club | Has all juniors registered on Junior Levels, with juniors at least at Level 6 |
| **Coaching** | Qualified and **ACTIVE** Coaches  If coaches are not active do not reference them in quality club work.  Qualifications are based on NSqF Trener 1 and WSF Level 2 and 3. Equivalent qualifications from other national federations to be approved by NSqF) | At least one active coach qualified at Level 1 or above. | An active coaching team of at least:  One Level 2 and two level 1 qualified  Or  Four Level 1 | An active coaching team of at least:  One Level 3  One Level 2  Two Level 1  Or  Two Level 2  Four Level 1 |
|  | Coaching Activity | Active coaches must be delivering activity at least one session every two weeks. | Active coaches must be delivering activity at least one session every two weeks. | Active coaches must be delivering activity at least one session every two weeks. |
|  | Coach Development |  | Level 2 coaches to be regularly coaching or observing at regional squads. | Level 3 Coaches to be coaching or observing at national squads. |
|  | Coach Development |  | At least one member of the coaching team to attend NSqF annual Trener Competence training sessions. | At least one member of the coaching team to attend NSqF annual Trener Competence training sessions. |
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| **Officiating** | Awareness of rules and squash etiquette | The club offers education / training to all members and is proactive at sharting the link to the World Squash Officiating (WSO) website where members are recommended to work through Level 0 | The club offers education / training to all members on basic rules, lets, safety and how to conduct yourself in and around a squash centre / club. | The club offers education / training to all members on basic rules, lets, safety and how to conduct yourself in and around a squash centre / club. |
|  | Increasing the number of qualified referees within the club | Has at least 4 people qualified at WSO Level 0 | Every person entering any NSqF tournament is qualified at Level 0 | Has at least 4 people qualified at Level 1 and 1 qualified at Level2 |
|  | Improving knowledge of the rules across the club | Squash Rules on display at club. | Squash Rules on display at club. | Squash Rules on display at club. |
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| **Marketing & Promotion** | Marketing and promotion – a plan. | Read through and understand the marketing and promotion sections of the NSqF Club Handbook. | Create a basic Marketing plan and implement. | Have a marketing and promotion sub-committee who create and manages the implementation of a marketing plan. |
|  | Promotion 1 | With permission of the centre, install a club noticeboard or TV with rolling information where details of club activities and membership benefits sand fees are displayed. | With permission of the centre, install a club noticeboard or TV with rolling information where details of club activities and membership benefits sand fees are displayed. | With permission of the centre, install a club noticeboard or TV with rolling information where details of club activities and membership benefits sand fees are displayed. |
|  | Promotion 2 | Create a club logo and promote to members. | Increase club promotional materials and use both inside and outside the centre. | Link promotional of the club to the marketing plan and implement. |
|  | Promotion 3 | Create a static (information doesn’t change) club website in order to provide information to non-members who might be interested in joining your club. | Create a static (information doesn’t change) club website in order to provide information to non-members who might be interested in joining your club. | Create a static (information doesn’t change) club website in order to provide information to non-members who might be interested in joining your club. |
|  | Promotion 4 | Have a presence on social media and keep this updated in order to inform members of activities. | Have a presence on social media and keep this updated in order to inform members of activities. | Have a presence on social media and keep this updated in order to inform members of activities. |
|  | Sponsorship | Identify, secure and promote at least one sponsor for club activities and events. | Identify, secure and promote sponsors for different club activities and events. | Link the securing and management of sponsors to the club marketing plan. Review annually. |