

LACROSSEMARK



ENGLISH LACROSSE

LACROSSEMARK



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INTRODUCTION

LACROSSEMARK is the English Lacrosse Association's national programme for club development. It is designed to help new and existing Lacrosse Clubs gain their Club Mark accreditation.

It will benefit lacrosse by:

- **Strengthening the Club structure, the basis of the Game.**
- **Providing a basis of "Good Practice" to be replicated through the whole of lacrosse.**
- **Creating more and better-trained coaches, administrators and officials.**
- **Increasing participation and playing opportunities.**
- **Projecting a positive image of a club.**
- **Providing a basis for strategic club development.**
- **LacrosseMark providing information for Local and Regional Strategies (becoming very important).**
- **Assisting in grants (Awards for All, Rate Relief, etc.)**
- **Giving direction for annual action planning.**

It has been also been developed to:

- Enhance the strategic implementation of the ELA National, Regional and Local four-year plans.
- Provide a vehicle to assist with the English Lacrosse Volunteer Strategy.
- Provide a vision for a club structure: teams, volunteers and paid staff.

The **LACROSSEMARK** is designed for all Lacrosse Clubs. Clubs will be identified to be at one of four levels; One Star, Two Star, Three Star and Four Star. The levels will identify the provision of lacrosse according to the criteria set out in the application pack.

As clubs increase their activities and are successful in their annual action plans and four-year Strategic Development Plans they will move up the Club Mark scale.

The programme is designed to assist and guide clubs through their development encouraging them to exceed their development plans with a reward system for successful annual action plans.

The **LACROSSEMARK** will build on the Local Strategy Groups that are already in place, replicating the system across the country for all lacrosse clubs.

LACROSSEMARK will dovetail into Sport England's Club Mark Scheme at Two Star and higher. All clubs wishing to attain those levels must meet the minimum criteria and operating standards set out in Lacrosse Mark level 2.

LACROSSEMARK – THE LEVELS				
BLUE lettering illustrates Sport England Clubmark criteria				
LEVEL	ONE	TWO (LEVEL ONE PLUS)	THREE (LEVEL TWO PLUS)	FOUR (LEVEL THREE PLUS)
Club Requirements	<p>An ELA registered team</p> <p>A constitution</p> <p>An exit route (training session)</p> <p>A Club Committee</p> <p>All club members to be ELA registered (including volunteers)</p>	<p>A junior exit route (either school or club based)</p> <p>Two registered teams (at least one a junior team)</p> <p>A competitive playing programme</p> <p>A risk assessment of all playing venues</p> <p>Specific Junior and Senior pricing policies</p> <p>An ELA approved club strategy</p>	<p>Two ELA registered senior teams</p> <p>Two ELA registered junior teams or an associated School/s, fielding two teams, that play Field Lacrosse (all ELA members)</p> <p>A senior exit route.</p>	<p>Three ELA registered senior teams, at least one male and one female (all players ELA members)</p> <p>Three ELA registered junior teams or an associated School/s, fielding 3 teams, that play field Lacrosse, with at least one of the teams being a boys team and one girls (all players ELA members)</p> <p>Two senior exit routes</p> <p>Two junior exit routes (either school or club based)</p>
Strategic Requirements		<p>A yearly action plan</p> <p>A five year action plan</p> <p>A Volunteer Strategy / handbook*</p> <p>A Junior welcome pack**</p> <p>A set of emergency procedures</p>	<p>A competent committee structure that will maintain the finance, administration, playing and coaching structures of the club</p> <p>A web site</p> <p>An Equity Strategy</p>	A Marketing Strategy
Technical Requirements	A One Star Technical Structure	A Two Star Technical Structure	A Three Star Technical Structure	A Four Star Technical Structure
Volunteer Structure		<p>A Child Welfare Officer</p> <p>A Volunteer Coordinator</p>		
Development Structure		A school or university feeder programme	<p>An associated schools tournament (either Local, Regional or National)</p> <p>A university or schools development strategy</p>	

*All volunteer guides should follow guidelines set out in the ELA handbook. These should include guidelines for all positions in the club.

** All welcome packs for juniors should include medical and emergency forms, as well as codes of conduct for coaches and players.

LACROSSE MARK – TECHNICAL STRUCTURES				
	One Star	Two Star	Three Star	Four Star
Level 1 Coach	1	2	4	6
Level 2 Coach	-	-	1	2
Level 3 Coach	-	-	-	1
Coach Mentor	-	-	1	2
Basic Referee *	1	2	4	6
Standard Ref*	-	-	1	2
Local Umpire*	1	2	4	6
Territorial Umpire*	-	-	1	2
Volunteer Leaders	-	2	4	6
Coach / Player ratio	-	1:12	1:12	1:10
Hours Coached per week per team	1	1	1.5	1.5
Minimum weeks coached per year	20	20	25	25
CP Trained (one a coach)	-	2	2	4
Attended Running Sport Workshop (a club for all)	-	1	1	2
Equity Trained Coach	-	1	1	2

* Only 4 star clubs must have both referee and umpire requirements

IMPLEMENTATION

The clubs will fill out the application forms and all necessary paper work. Clubs will then be allocated their **LACROSSEMARK** on their activities. Upon completion of the action plan and second year's application form, the ELA will assess the new **LACROSSEMARK** level.

A new certificate will be issued. All clubs successfully completing their annual action plan will be allocated one of the rewards (see below).

AWARDS FOR COMPLETION OF A YEARLY ACTION PLAN

Each club achieving their yearly action plan will be able to have the following rewards:

- 1 Preliminary Coach Award place.
- A basic refereeing course.
- A place on a local umpiring course.

CRITERIA AND ACCEPTABLE EVIDENCE

LACROSSEMARK LEVEL TWO

Criteria	Examples of Acceptable Evidence
The Playing Programme	
The club provides a coaching programme for a minimum number of hours and weeks in a year per team, in line with the Lacrosse mark Technical requirements.	<ul style="list-style-type: none"> • Training diaries, times and ages • Relevant session plans / syllabus • Start dates and end dates per age / ability group
The club uses the skills awards and other coaching resources of the NGB to enhance its coaching and assessment programme.	<ul style="list-style-type: none"> • Evidence of the use of the All Star Award Scheme • Evidence of implementing Lacrosse Skills as identified in the ELA Coaching handbooks
The club provides suitable intra and inter club competition according to NGB guidelines.	<ul style="list-style-type: none"> • Fixture lists Junior and Senior • Tournament dates • Details of internal competitions • Evidence of club attendance at these events, results, press releases, team sheets, etc.
The performer: coach ratio for coaching/training session is per NGB guidelines. 1:12	<ul style="list-style-type: none"> • Details of sessions (days / times / average numbers of young people at each session / names of coaches) • Statement demonstrating numbers of young people at a training session and coaches responsible
The coaches responsible for the programme are suitably qualified to NGB specified standards, in line with the technical requirements.	<ul style="list-style-type: none"> • List of active coaches per team and copies of their certificates
The coaches and volunteers responsible for the programme have job descriptions with clear roles and responsibilities assigned.	<ul style="list-style-type: none"> • Copies of job descriptions • Examples of job descriptions signed and dated by the individuals to say they have agreed to abide by it and that they have a copy • A copy of committee minutes adopting the job descriptions • Club Volunteer handbook outlining job descriptions and people in those positions
The coaches responsible for the programme hold professional indemnity and/or public liability insurance.	<ul style="list-style-type: none"> • All ELA Certified Coaches hold Public Liability Insurance, copy of current coaching certificates for each coach.

<p>All coaching and competition takes place at safe venues and uses safe equipment – to be specified by the NGB.</p>	<ul style="list-style-type: none"> • Copy of Club Risk Assessment for each different venue • Copy of Risk Assessment produced by the Club
<p>Duty of care and child protection</p>	
<p>Criteria</p>	<p>Examples of Acceptable Evidence</p>
<p>The club has receipt of the NGB child protection policy and is working towards the procedures laid down (these will cover issues like CRB checks, sports specific guidance on contact issues).</p>	<ul style="list-style-type: none"> • Copy of club minutes of meeting adopting the ELA CPP • Copy of the Club CPP
<p>At least two members of the club, one of whom must be a coach and have attended suitable child protection training which meet the minimum learning outcomes of the scUK Safeguarding and protecting children workshop. http://www.sportscoachuk.org/Events+and+Courses/sports+coach+UK+Workshops/Safeguarding+and+Protecting+Children+Workshop+and+Resource.htm</p>	<ul style="list-style-type: none"> • Copies of certificates of attendance at CPT or ACPC training • Names of people having suitable statutory CP training (including course taken)
<p>The club has adopted codes of conduct for all coaches, officials and volunteers working with children and young people</p>	<ul style="list-style-type: none"> • Copies of club handbook containing codes of conduct for coaches, officials and volunteers • Copies of minutes adopting ELA codes of conduct for coaches, officials and volunteers working with young people
<p>The club has access to first aid equipment at all coaching and competition sessions.</p>	<ul style="list-style-type: none"> • Copy of emergency procedure during practice and competition.
<p>The club has emergency procedures for dealing with serious injuries/accidents, including ensuring contact through telephone/radio to emergency services.</p>	<ul style="list-style-type: none"> • Copy of emergency procedures • Copy of on pitch medical requirements • Copy of minutes outlining medical / emergency procedures
<p>The club has the contact details of parents/carers and emergency / alternative contacts.</p>	<ul style="list-style-type: none"> • Copy of a young persons medical form • Copy of club emergency contact lists
<p>The club has information on any medical conditions of its children and young people and informs coaches on a need to know basis</p>	<ul style="list-style-type: none"> • Copy of young person medical form • Copy of club emergency contact lists • Copy of club policy on who has emergency contact list
<p>Sports equity and ethics</p>	
<p>Criteria</p>	<p>Examples of Acceptable Evidence</p>
<p>The club has an open/non-discriminatory constitution</p>	<ul style="list-style-type: none"> • Copy of club constitution, signed and dated
<p>The club has adopted an equal opportunities/sports equity policy</p>	<ul style="list-style-type: none"> • Evidence of equity statement • Copy of club equity policy
<p>One member of the club has attended a Running Sport A Club for All workshop http://www.runningsports.org/AlreadyASportsVolunteer/workshops/clubforall.htm</p>	<ul style="list-style-type: none"> • Copy of certificate of attendance. • Evidence of suitable statutory training in Equity (names and courses)

One coach has attended a sports coach UK Equity in your coaching workshop http://www.sportscoachuk.org/Events+and+Courses/sports+coach+UK+Workshops/Develop+your+Coaching.htm#eyc	<ul style="list-style-type: none"> • Copy of certificate of attendance
The club has codes of conduct for parents/carers and other supporters.	<ul style="list-style-type: none"> • Copy of codes of conduct for parents / carers and supporters • Copy of minutes adopting codes of conduct for parents / carers and supporters
The club has a set of rules for children and young people.	<ul style="list-style-type: none"> • Copy of Junior "Bill of Rights" • Subscription policy for children and young people • Copy of specific training times and competitions for young people
Club Management	
Criteria	Examples of Acceptable Evidence
The club is affiliated to its NGB	<ul style="list-style-type: none"> • Head Office to confirm affiliation
The club has public liability insurance.	<ul style="list-style-type: none"> • All affiliated clubs have ELA Public Liability insurance
The club has a specific membership category and pricing policy for children and young people	<ul style="list-style-type: none"> • Copy of subscription policy for children and young people
The club communicates regularly with parents/carers	<ul style="list-style-type: none"> • Copy of newsletter • Web site address • Copies of open communications through the club
The club has a junior/ volunteer coordinator to act as a liaison with Sport England, County Sports Partnerships and the NGB.	<ul style="list-style-type: none"> • Name of volunteer coordinator • Name of Junior Manager
The club has contact with at least one local school/youth organisation.	<ul style="list-style-type: none"> • List of contact points / names of schools, clubs, universities, or other youth organisations.
The club is committed to further development and outreach work.	<ul style="list-style-type: none"> • Copy of Four year plan* • Copy of annual action plan*

*must have both



LACROSSEMARK

APPLICATION FORM

Please complete this form in capitals and black ink.
Return it to the address below.

Name of ELA Affiliated Club

LACROSSEMARK Contact at the
Club

Contact Address

Contact e-mail

Contact Phone Number

Contact Mobile Phone Number

LACROSSEMARK level applied for

OPERATING STANDARDS

1.0 Accreditation & Re-accreditation

This section is about awarding club accreditation for the first time and then re-assessing clubs to ensure they continue to meet the accreditation standards.

Sub-criteria		Minimum standard required from ELA
1.1	Recording information is consistent and standard for all clubs	A set of assessment criteria is provided to all clubs registering for accreditation that helps to guide the clubs to record the criteria required
1.2	Minimum Criteria is clear and unambiguous in assessment file	<p>The playing programme</p> <ul style="list-style-type: none"> • The club provides a coaching programme for 20 weeks, 1 hour per session per week minimum. • The club uses the ELA All Star Award Scheme and other coaching resources of the ELA to enhance its coaching and assessment programme. • The club provides suitable intra and inter club competition according to ELA guidelines. • The club has a maximum of 1:12 performer: coach ratio for coaching/training session. • The Club has at least 2 Level 1 Development Coaches. • The coaches and volunteers responsible for the programme have job descriptions with clear roles and responsibilities assigned. • The coaches responsible for the programme hold professional Indemnity and/or public liability insurance (all ELA Awarded Coaches hold Public Liability). • All coaching and competition takes place at safe venues and uses safe equipment.

Sub-criteria	Minimum standard required from ELA
	<p>Duty of care and child protection</p> <ul style="list-style-type: none"> • The club has receipt of adoption of the ELA child protection policy and is working towards the procedures laid down • At least two members of the club, one of whom must be a coach have attended child protection training. • The club has adopted codes of conduct for all coaches, officials and volunteers working with children and young people. • The club has access to first aid equipment at all coaching and competition sessions. • The club has emergency procedures for dealing with serious injuries/accidents, including ensuring contact through telephone/radio to emergency services. • The club has the contact details of parents/carers and emergency/alternative contacts. • The club has information on any medical conditions of its children and young people and informs coaches on a need to know basis.
	<p>Sports equity and ethics</p> <ul style="list-style-type: none"> • The club has an open/non-discriminatory constitution. • The club has adopted an equal opportunities/sports equity policy. • One member of the club has attended a Running Sport A Club for All workshop. • One coach has attended a sports coach UK Equity in your coaching workshop. • The club has codes of conduct for parents/carers and other supporters. • The club has a set of rules for children and young people. <p>Club management</p> <ul style="list-style-type: none"> • The club is affiliated to the ELA. • The club has public liability insurance (all affiliated ELA clubs have public liability insurance). • The club has a specific membership category and pricing policy for children and young people. • The club communicates regularly with parents/carers. • The club has a junior/ volunteer coordinator to act as a liaison with Sport England, County Sports Partnerships and the ELA. • The club has contact with at least one local school/youth organisation. • The club is committed to further development and outreach work.

2.0 Support to Clubs

This section is about how the ELA will help clubs meet the standards identified through their accreditation programme. This may involve guidance notes, template forms, development officer time, grant aid, provision of specific courses/workshops etc. It is about ensuring clubs are able to access resources to achieve benchmark standards. These may be ELA specific or make use of generic materials.

Sub-criteria	Minimum standard required from ELA
<p>2.1 What support is provided to clubs when they register interest/apply for information about Club Accreditation</p>	<p>All applicant clubs will have contact by a Regional Officer:</p> <ul style="list-style-type: none"> • Contact one – initial overview of application in line with current membership information held. Overview of file, necessary direction of application and SWOT analysis. • Contact two – application update, identification of areas lacking minimum operating standards. • Contact three – final application review through a regional officer visit. Statement of Level subject to ratification.
<p>2.2 The ELA has a nominated officer to support & develop club accreditation/Clubmark nationally and staff/volunteers are trained and able to support clubs at a local level.</p>	<p>Lead Officer</p> <p>Paul Coups is the National officer of the ELA that takes overall responsibility for the management and development of club accreditation.</p>
<p>2.3 Mandatory workshops needed to achieve accreditation are available to clubs</p>	<p>Workshops and Training</p> <p>Information will be provided to clubs about where and how they can access the generic workshops needed for club accreditation from the Regional Staff.</p> <p>Workshops to include accredited Child Protection Training / CPSU “Time to Listen”, “A Club for All” and “Equity in your coaching”.</p> <p>Any sport specific workshops provided to meet the criteria are approved/recognised by Sport England/scUK/CPSU</p>

3.0 Benefits and recognition

Sub-criteria		Minimum standard required from ELA
3.1	Clubs are recognised on achieving Clubmark	<p>Recognition</p> <p>The ELA has outlined a process to ensure that clubs achieving Clubmark are given recognition through one or more of the following: Formal presentation of Clubmark certificate, club receives a framed certificate within three weeks of submission date.</p> <p>Dedicated article/mention in Lacrosse Talk magazine / ELA website/</p>
3.2	The benefits of achieving Clubmark/Club accreditation are made clear by the ELA	<p>Benefits</p> <p>The ELA has identified benefits to accredited clubs that are not available to non-accredited clubs through the web site and Lacrosse Talk Magazine</p>
3.3	Club accreditation & Clubmark is identified in your whole sport/strategic plans	<p>KPI's and WSP</p> <p>The ELA has identified Lacrosse Mark as one of its Key Performance Indicators for the growth in club accreditation and has been identified through the Whole Sport Plan</p>

4.0 Promotion & Publicity

Sub-criteria		Minimum standard required from ELA
4.1	LacrosseMark/Clubmark is promoted to all Clubs	<p>Marketing</p> <p>The ELA has ensured that all clubs are made aware of their Club accreditation system through articles in Lacrosse Talk and on the ELA web site.</p>
4.2	Records/database is held for clubs working towards accreditation and these are publicised within/outside the sport	<p>Data Base</p> <p>The ELA holds a database of clubs working towards accreditation and clubs that hold accreditation. The ELA will share club accreditation data with County Sports Partnerships In addition ELA will send data of accredited clubs to Sport England on quarterly basis.</p>
4.3	Clubs gaining Clubmark/accreditation are actively promoted	<p>Reward System</p> <p>The ELA has a system that will promote clubs who hold the accreditation via articles in Lacrosse Talk Magazine, web site.</p> <p>The ELA will reward accredited clubs through places on Coaching courses for all achieving their annual plans.</p>

LACROSSEMARK LEVELS CHECK LISTS

LACROSSEMARK LEVEL ONE	
Club Requirments	Check
An ELA registered team	
A constitution	
An exit route	
A club committee	
All club members registered with the ELA (including volunteers)	
Technical Requirements	
A level 1 coach	
A basic referee	
A local umpire	
One hour coached per week per team	
Minimum of 20 weeks coached per year	

LACROSSEMARK LEVEL TWO

[LEVEL ONE MUST BE AWARDED]

Club Requirements	Check
A junior exit route (either club or school based)	
Two registered teams (at least one junior team)	
A competitive playing programme	
A risk assessment of all playing venues	
Specific Junior and Senior pricing policies	
Strategic Requirements	
An ELA approved club strategy	
A yearly action plan	
A five year action plan	
A volunteer strategy/handbook	
A junior welcome pack	
A set of emergency procedures	
Technical Requirements	
Two level 1 coaches	
Two local umpires	
Two volunteer leaders	
1:12 coach/player ratio	
Two CP trained members (one a coach)	
One member attended a running sport workshop	
One equity trained coach	
Volunteer Structure	
A child welfare officer	
A volunteer coordinator	
Development Structure	
An associated schools tournament (either local, regional or national)	
A university or schools development strategy	

LACROSSEMARK LEVEL THREE

[LEVEL TWO MUST BE AWARDED]

Club Requirments	Check
Two ELA registered senior teams	
Two ELA registered junior teams or an associated school/s fielding two teams that play field lacrosse (all ELA members)	
A senior exit route	
Strategic Requirements	
A competent committee structure that will maintain the finance, administritive, playing and coaching structures of the club	
A website	
An equity strategy	
Technical Requirements	
Four level 1 coaches	
A level 2 coach	
A coach mentor	
Four basic referees	
A standard referee	
Four local umpires	
A territorial umpire	
Four volunteer leaders	
One and a half hours coached per week per team	
Minimum of 25 weeks coached per year	
Volunteer Structure	
Development Structure	
An associated schools tournament (either local, regional or national)	
A university or schools development strategy	

LACROSSEMARK LEVEL FOUR

[LEVEL THREE MUST BE AWARDED]

Club Requirements	Check
Three ELA registered senior teams, at least one male and one female (all players ELA members)	
Three ELA registered junior teams or an associated school/s fielding 3 teams, that play field lacrosse, with at least one of the teams being a boys and a girls team (all ELA members)	
Two senior exit routes	
Two junior exit routes (either school or club based)	
Strategic Requirements	
A Marketing strategy	
Technical Requirements	
Six level 1 coaches	
Two level 2 coaches	
One level 3 coach	
Two coach mentors	
Six basic referees	
Two standard referees	
Six local umpires	
Two territorial umpires	
Six volunteer leaders	
1:10 coach/player ratio	
Four CP trained members (one a coach)	
Two members attended a running sport workshop	
Two equity trained coaches	
Volunteer Structure	
Development Structure	

Safeguarding and Protecting Children Workshop and Resource

Previously known as the **Good Practice and Child Protection Workshop and Resource**.

Background Information - The Wider Context

The Government's *Every Child Matters: Change for Children* strategy, developed in response to the enquiry into the death of Victoria Climbié, provides the context for the revised *Good Practice and Child Protection* workshop and resource. The sports sector has developed and is implementing an approach to safeguarding that reflects the Every Child Matters agenda. The new **sports coach UK** resource and workshop are now live.

To read more about the reasoning behind the changed, implications and developments please [click here](#).

The new title for the workshop will now be: *Safeguarding and Protecting Children*.

The new title for the resource will now be: *Safeguarding and Protecting Children: a guide for sportspeople*.

To read the Frequently Asked Questions sheet please [click here](#).

To read the updated **sports coach UK** Child Protection Factsheet please [click here](#).

To go directly to the Child Protection in Sport Unit please [click here](#).

[Click here](#) to be linked to the Every Child Matters *Making it Happen* document.

Children's Workforce Network [eBulletin No. 3 February 2007](#).

- [Site Map](#)

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- [Cubik: providers of hosted Microsoft Content Management Server 2002 \(MCMS\) solutions](#)
- [OneStopCMS is Cubik's low-cost Microsoft Content Management Server 2002 \(MCMS\) solution, which includes design, hosting and development for a low annual fee](#)

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