

CLUB REQUIREMENTS FOR BGA JUNIOR GLIDING CENTRES (JGC)

NB: Column 1 will be made public; the other columns give internal guidance so that clubs who become JGCs are supported adequately and in turn, give adequate support to junior members.

	The Flying Programme	BGA Requirements and/or source	Source	Corresponding BGA documents or systems
1	Club sessions			
I	The instructors responsible for the programme are suitably qualified to BGA specified standards.	All coaches (Instructors) hold a current BGA rating	<ul style="list-style-type: none"> List of coaches (instructors) supplied by BGA e-services 	<ul style="list-style-type: none"> Instructor renewal and revalidation system Instructing & coaching structure as defined by BGA Laws & Rules BGA Instructor Handbook and other supporting materials
II	The instructors responsible for the programme hold professional indemnity and/or public liability insurance.	<ul style="list-style-type: none"> Glider and third party liability insurance policies (as required by BGA Laws and Rules) Club holds appropriate public liability insurance Supported with BGA managed top up contingency policy 	<ul style="list-style-type: none"> Declaration Copies of certificates 	<ul style="list-style-type: none"> BGA Operational Regulations BGA Laws & Rules
III	All instruction and competition takes place at safe venues and uses safe equipment.	<ul style="list-style-type: none"> All coaching and instruction takes place in airworthy aircraft Activities (airborne and ground) are subject to BGA operational regulations and risk assessments 	<ul style="list-style-type: none"> CAA approved mandatory airworthiness organisation and processes Declaration Copies of relevant risk assessments carried out 	<ul style="list-style-type: none"> BGA Operational regulations Published Airworthiness Requirements BGA Laws & Rules BGA Regional safety Officer Structure BGA Site Operations Manual

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2	<i>Duty of care and child protection</i>		
I	The club has receipt of the BGA child protection policy and is working towards the procedures laid down (these will cover issues like CRB checks, sports specific guidance on contact issues).	<ul style="list-style-type: none"> ◦ Copy of club's child protection policy or statement ◦ Copy of committee minutes adopting the policy ◦ Policy signed and dated by Chairperson and other relevant officials ◦ CRB certificates checked and dated 	
II	At least one member of the club has attended child protection training. If two or more have, one should be an instructor.	<ul style="list-style-type: none"> ◦ Copies of certificates of attendance on courses; CPSU, Sportscoach UK, or NSPCC. ◦ Where certificates are unavailable a letter from the course organiser or confirmation from ScUK business support centre 	
III	The club has adopted codes of conduct for all instructors, officials and volunteers working with children and young people.	<ul style="list-style-type: none"> ◦ Codes of conduct documents published within club as clear terms of reference 	
IV	The club has access to first aid equipment at all coaching and competition sessions.	<ul style="list-style-type: none"> ◦ Copy of risk assessment in paper work (from Section 1:3) 	
V	The club has emergency procedures for dealing with serious injuries/accidents, including ensuring contact through telephone/ radio to emergency services.	<ul style="list-style-type: none"> ◦ Copy of club's procedures ◦ Details of how communicated to club personnel ◦ Copy of facility procedures if different from clubs ◦ Ensure links between club and facility procedures 	BGA Site Operations Manual sets out emergency procedures (best practise)
VI	The club has the contact details of parents/carers and emergency/alternative contacts.	<ul style="list-style-type: none"> ◦ Club database ◦ Membership forms ◦ Details of how information collected and who has access to it 	
VII	The club has information on any medical conditions of its junior members and informs coaches on a need to know basis.	<ul style="list-style-type: none"> ◦ Club database ◦ Membership forms ◦ Details of how information collected and who has access to it. 	

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3	<i>Sports equity and ethics</i>	
I	The club has an open/non-discriminatory constitution.	<ul style="list-style-type: none"> ◦ Copy of club governing document which must be signed and dated ◦ Governing document contains statement in relation to open membership
II	The club has adopted an equal opportunities/sports equity policy.	<ul style="list-style-type: none"> ◦ Copy of Equity policy or statement ◦ Details of how communicated to club personnel ◦ Other documents which refer to policy ◦ Copy of committee minutes adopting policy ◦ Policy signed and dated by club chairperson and other relevant officials
III	The club has a set of rules for junior members.	<ul style="list-style-type: none"> ◦ Copy of junior codes of conduct ◦ Details of how communicated to parents/carers ◦ Copy of committee minutes adopting codes

	The flying programme	BGA requirements and/or source
4	<i>Club management</i>	
I	The club is affiliated to the BGA.	◦ The Club's Articles of Association
II	The club has public liability insurance	◦ Copy of current Certificate of liability ◦ Declaration
III	The club has a specific membership category and pricing policy for junior members	◦ Relevant club documentation ◦ Membership forms ◦ Copy of pricing details ◦ Club's Annual Return
IV	The club communicates regularly with parents/carers.	◦ Examples of communication e.g., letters newsletters, website, new members' pack ◦ Verbal communication - provide details of how often contact made and what information ◦ Feedback forms
V	The club has a junior/ volunteer coordinator to act as a liaison with the local ATC unit(s) and any other relevant organisations	◦ Copy of role description ◦ Copy of committee minutes adopting rule