

CLUB REQUIREMENTS FOR BGA JUNIOR GLIDING CENTRES (JGC)

	The Flying Programme	BGA Requirements and/or source	JGC requirements Resources - required	Related BGA System(s)
1	<i>Club sessions</i>			
I	The instructors responsible for the programme are suitably qualified to BGA specified standards.	All coaches (Instructors) hold a current BGA rating		◦ Senior Regional Examiner & National Coach structure
II	The instructors responsible for the programme hold professional indemnity and/or public liability insurance.	<ul style="list-style-type: none"> ◦ Glider insurance policies (as required by BGA Laws and Rules) ◦ Club holds appropriate public liability insurance ◦ Supported with BGA managed top up contingency policy 	◦ Copies of insurance certificates	◦ BGA managed top up contingency policy
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 		◦ Relevant BGA sub-Committees and regional support networks: Safety; Technical; Instructor;

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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, signed to show adopted ◦ CRB certificates checked and dated 	<ul style="list-style-type: none"> ◦ Copy of club's child protection policy or statement, signed to show adopted Resource: Child protection policy for: <ul style="list-style-type: none"> - England & Wales - Scotland - Northern Ireland 	BGA CP Lead & BGA Office
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"> ◦ Attendance of BGA CP training preferable as it is sport specific (BGA keeps records of attendance) 	If not BGA training, generic CP training is fine. Copies of certificates of attendance required	BGA CP Lead & BGA Office
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 	Codes of conduct in word – for amendment to suit local requirements Resource: code of conduct for club adults	
IV	The club has access to first aid equipment at all coaching and competition sessions.	<ul style="list-style-type: none"> ◦ As per emergency procedures 	Description of where First Aid kits are stored and access to them	
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 	BGA Membership forms in use Resource: BGA Full membership form BGA Temporary membership form	

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.	How is information stored and transferred to those who need to know?	
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	The flying programme	JGC requirements and source of resources	JGC requirements Resources - required	Remarks
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 		Recommend BWB CASC model if required
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 	Resource: Club Equity & Equal Opportunities Policy	
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 	Resource: code of conduct for juniors code of conduct for parents / carers	

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4	<i>Club management</i>			
I	The club is affiliated to the BGA.			
II	The club has public liability insurance (as section 1.II)	<ul style="list-style-type: none"> ◦ Copy of current Certificate of liability ◦ Declaration 		
III	The club has a specific membership category and pricing policy for junior members	<ul style="list-style-type: none"> ◦ Relevant club documentation ◦ Membership forms – BGA membership forms in operation Link Link ◦ Copy of tariff 		
IV	The club communicates regularly with parents/carers.	<ul style="list-style-type: none"> ◦ How does communication happen? 		
V	The club has a junior/ volunteer coordinator to act as a liaison with the local ATC unit(s) and other relevant organisations	<ul style="list-style-type: none"> ◦ Contact details supplied ◦ Permission to circulate contact details (email address at least) 		BGA Junior Gliding Administrator in Office