

Accreditation General

Membership Registration (General)

Instructions

Having a comprehensive club membership form is important because it allows the club to collect essential information, including:

- Important contact details and emergency information
- Any medical needs or allergies to ensure safety
- Permissions for participation, photos, travel, and communications
- Confirmation that members have read and agreed to the club rules and code of conduct
- A way to keep members informed with club news and updates

Please upload a blank copy of your club membership form that includes the following:

- Member details
- Emergency contacts
- Medical and health information
- Communication preferences
- Code of conduct declaration
- Data protection statement
- Membership type
- Permissions (e.g., media consent)
- Member signatures
- Clear display of club name and logo

Your form should meet all the standards listed above to ensure it supports the club's administration and safeguarding responsibilities.

[Membership form general club.docx](#)

(105.95 KB)

Complaints and Disciplinary Procedures (General)

Instructions

Having clear Complaints and Disciplinary procedures is vital because they:

- Ensure safeguarding of all members
- Provide clear guidance and transparency to members
- Promote fairness and accountability
- Reduce legal and reputational risks
- Support the club's culture and expectations
- Align with governing body and legal requirements
- Empower members to raise concerns confidently

Please upload the following in the submission box below:

- Your club's Complaints procedure document
- Your club's Disciplinary procedure document
- A brief statement explaining how you communicate these procedures to all members

Attachments

[complaints and discipline template -General Club .docx](#)

(105.82 KB)

[Complaints-Policy_2023-VB.pdf](#)

(299.71 KB)

Policies (General)

Instructions

Having clear club policies is essential for maintaining a safe, respectful, and well-managed environment. These policies help protect members' rights, ensure compliance with legal requirements, and promote positive club culture.

Please submit the following policies in to the submission portal below

- Anti-Bullying Policy
- Member Code of Conduct
- GDPR Policy
- Media Consent Policy
- Conflict of Interest Policy

Why this is best practice:

Having these policies in place helps safeguard members, uphold ethical standards, protect personal data, and ensure transparency within the club.

Attachments

[Club Anti bullying templates .docx](#)

(106.4 KB)

[member code of conduct template .docx](#)

(106.11 KB)

[GDPR privacy notice template .docx](#)

(105.08 KB)

[Media consent form .docx](#)

(104.72 KB)

[Conflict of interest.docx](#)

(105.25 KB)

[adult member SC code of conduct.pdf](#)

(191.36 KB)

[Scottish-Curling-Anti-Bullying-policy_2019.pdf](#)

(236.08 KB)

[Scottish Curling - GDPR](#)

[Scottish Curling - Welfare](#)

Club Profile (General)

Instructions

A club profile serves as an official and organised overview of your club, whether sports, academic, social, hobby, or professional. It highlights your club's identity, goals, activities, structure, and achievements.

Please upload one of the following formats that best represents your club:

- A Word document following the provided template
- A poster or flyer format
- Any other format your club uses to promote or present itself to potential members

The club profile must include the following information:

- Club name and logo
- How to join the club
- Basic committee information
- Social media or website details
- Club night information
- Highlights of recent or upcoming club events
- A brief about the club section

Your club profile should clearly present this information to effectively engage potential members.

Attachments

[Club profile .docx](#)

(112.08 KB)

[Club Profile example.docx](#)

(119.45 KB)

Introduction to EDI Sport Course (General)

Instructions

Accessing the Module on Brightspace

Follow these steps to access the Introduction to Equality, Diversity, and Inclusion in Sport in Scotland module:

1. Log in to Brightspace
2. Click 'Discover' on your home page (top left-hand corner, third option from the left)
3. Use the search bar to type: "Introduction to Equality, Diversity, and Inclusion in Sport in Scotland"
4. Click the magnifying glass to search
5. Select the course title
6. Click 'Enrol'
7. Complete the module

Club Requirement

All clubs must have at least one committee member or club member complete the Introduction to Equality, Diversity, and Inclusion in Sport in Scotland module.

Following completion, clubs must demonstrate how the learning has been shared with club members.

Evidence Required

To meet the requirement, clubs must provide:

Certificate of Completion (including the attendee's name)

Evidence showing how the course content has been communicated to members

Development Plan

Instructions

Submit a Development Plan for your club. There is a template below to help you with this.

Attachments

[Development Plan.docx](#)

(41.77 KB)