

APPENDICES

1. Community Volunteering Placement Checklist

Key assessment criteria	Checked
Is the club/session accessible to the young volunteer?	
Does the session run at an appropriate time for the young volunteers?	
Can the work that the young volunteer wants to undertake be completed in a flexible way that allows them to balance their school/college work with their volunteering and lifestyle management?	
Has the club/organisation been made aware of the objectives of the Step into Sport Community Volunteering Programme?	
Is the club/session affiliated to an appropriate governing body?*	
Are sessions led by a qualified coach or appropriately trained person?	
Does the club/session have appropriate insurance, with minimum requirements of public liability cover?	
Does the young volunteer have insurance cover?	
Have the coaches/leaders/mentors undergone a CRB check? **	
Does the organisation comply with good practice guidelines when working with children?	
Is the club/session listed on a local authority database? ***	
Can the club/session identify a suitable person (volunteer coordinator) to support the young volunteer?	
Will the volunteer coordinator be available to support the young volunteer for the duration of the placement?	
Does the placement operate an equal access policy? ****	
If applicable has parental consent been gained?	
Skills checklist for volunteer coordinator	
Is the volunteer coordinator a good role model?	
If the volunteer coordinator is the coach/instructor are they appropriately qualified?	
Is the coordinator going to be available to support the young volunteer?	
Is the volunteer coordinator committed to the initiative and to providing the experience the young volunteer wants?	
Is the volunteer coordinator a good communicator, approachable and supportive?	
Is the volunteer coordinator prepared to help the young volunteer monitor and review their work?	

* ie. NGB, Youth Association, school governing body etc.

** If not, is it possible to organise through the LEA or local authority sports development unit

*** Many sports development units hold databases of clubs and coaches

**** Opportunities are available to all young people irrespective of their gender, ability, ethnicity etc.