

Organisation Checklist

Each club is required to fully complete their organisation checklist to ensure their club/centre is compliant and to ensure any programmes they will be offering appear on the public club finder page. Please see below for information on completing each section of the organisation checklist. A more detailed version of this guidance, with screenshots is available [here](#) and a video guide is available [here](#).

- 1. Access your club's Clubspark account.**
 - To access and view your organisation checklist you will need to log in to your account on Clubspark and click into the 'Home' tab on the left-hand side. Log-in here: <https://ecb.clubspark.uk/Admin>
- 2. Register your club**
 - Agree to the terms and conditions, then click 'Confirm'
- 3. Connect a Stripe account**
 - If your club does not have a Stripe account then click 'Connect Stripe' button - [more details](#).
 - It is important to ensure that your Stripe account is set-up to receive payments. You can go directly to your Stripe dashboard by clicking the 'View dashboard' hyperlink in this tab – [more details](#).
- 4. Safeguarding**
 - If your club is registered on the Safe Hands Management System then you will just need to click the option 'yes' and then 'submit for approval'.
 - If your club is not on the Safe Hands Management System then toggle to 'no' and a box will appear which will enable you to upload a safeguarding document for your club. The document will need to be a current safeguarding certificate for a Club Safeguarding Officer from their attendance on the face to face 'Safe Hands Course'
- 5. First aid**
 - You will need to add a minimum of a basic first aid certificate for a first aider who will be in attendance at the sessions. This could be one of your Activators. Drag and drop or browse for your document and then click 'Submit for approval'.
- 6. Liability insurance**
 - The ECB offer insurance to compliant clubs through Howdens for the central club insurance scheme. If your club is insured through Howdens then just click on the 'yes' button and then 'submit for approval'.
 - If you do not have insurance through Howdens then just toggle to 'no' where a box will appear enabling you to upload a club insurance document and then click 'submit for approval' and this will then be approved by your county board representative prior to your programme start date.
- 7. Key club contact**
 - This is the person at the club who you want to be responsible for receiving all critical emails for National Youth Programmes and will also be the account holder on the online store to manage store credit and purchase additional equipment. To add your key club contact click 'add contact'.
 - Fill in the fields in the box that appears in the centre of the screen, choosing either an existing contact or new contact, depending on if they are already listed in your club contact list, then save by clicking 'add contact' again.
- 8. Add Activators**
 - The final step is to add an activator to your club. You can do this by clicking 'add activator' and choosing either a new contact or an existing contact.

