



Club Admin Community
Discussion Event –April 2025



Session Summary

- Insurance Requirements
- Managing Club Documents and Policies
- Individual Memberships and Club Admin/Event Checker

Insurance Requirements

- *Eligibility criteria for combined liability insurance for clubs and coaches.*
- *The BF insurance policy is designed for not for profit committee run clubs, constituted clubs, clubs that have been registered as CASC status, or community group clubs (that don't necessarily have a constitution).*
- *If you are a club set up as a limited company for commercial profit please contact marshsport@marsh.com to discuss your situation and to check cover.*

Club Membership

- *The sport requires ALL individuals participating to join the NGB and club membership. In doing so, they contribute to the benefits that they receive (individual and club insurance) and services that support the sport (safeguarding, coach and club development.)*

Club Officials

- *Club Officials include those taking on club duties*
- *Roles may vary between club structure, but can include (Secretary, President, Coach, Committee Member and Welfare Officer)*
- *Club Officials must have individual BF Membership (Supporter or above)*
- *Clubs are able to list club officials within your Club Sport:80 profile –access can vary depending on role*

Individual Membership

- *All fencers in the club must be members of British Fencing.*
- *All individuals can take out a membership by creating a profile on Sport:80 and selecting the membership type best for them.*
- *Through Sport:80, the Membership Checker can be used by Club Administrators and Event Organisers to see the validity, expiry date and membership type for multiple members –club members, visitors etc.*
- *Exception for individual membership can be for licenced ‘Come and Try’ events and when accepting members with a temporary membership.*

Welfare Officers

- *Clubs are required to have at least one welfare officer who is listed on the BF Welfare Officer Register*
- *To appear on the BF Welfare Officer Register, an individual must have: Valid British Fencing membership, Current DBS check (or HC equivalent), Current SafeGuardCore training (or HC equivalent) and SafeGuardWelfare Officer training (or HC equivalent)*
- *If a club does not have a registered welfare officer in place, there must be a plan in place for a welfare officer training and recruitment plan which is agreed with BF's Lead Safeguarding Officer which demonstrates the club's route to compliance.*
- *Welfare officers can be added as role on the Sport:80 profile. BF Team add in qualifications to profiles when courses are completed. Information can be sent directly through the platform.*

Coaches

- *Required to hold individual membership*
- *All coaches must be listed on the BF Coach Register and operate within their qualification level.*
- *You can find the BF Coaches Register by [following the link here](#)*
- *Club members supporting a registered coach in coaching duties on an ad-hoc and unpaid basis are covered.*

Policies, Procedures and Guidelines

- *BF Affiliated Clubs must adhere to the BF Policies and procedures*
- *BF Safety guidelines must be followed*
- *Policies and procedures include Equality Policy, Anti-doping policy. Go to the BF Policy Zone for further information*
- *Accidents and Near Misses must be recorded and reported using the online reporting form -BF Accident and Injury form). It may affect your claim if you do not report an accident when it happens.*

Risk Assessments

- *Clubs must have a Risk Assessment in place*
- *A template can be found under Club Resources in the Club Zone*
- *This must be regularly reviewed for each venue where club activity takes place*
- *It is recommended that these are uploaded to the Club Sport:80 profile (Under Club Documents)*

Events/Competitions

- *You can apply for a recreational licence to hold 'Come and Try' events at your club by filling out the recreational licence form [linked here](#).*
- *Clubs who are holding 'Come and Try' events and have a recreational licence will be covered by insurance.*
- *For clubs holding events for people that are not members of the club, these events must be licenced appropriately. This include the 'Come and Try' events.*
- *You can find an introduction into event licencing with criteria for what events are classed as competitive and recreational. ~~Follow the link here~~*

Ad-Hoc Unpaid Volunteers

- *If a club has a fencer or parent who, on an ad-hoc basis, volunteers at a club it is not necessary to be on a British Fencing workforce register.*
- *The club is expected to ensure that the task that they permit the volunteer is reasonable and appropriate to their skills, qualifications and any mandatory checks including DBS or HC equivalent must be performed.*
- *The volunteer must receive adequate training (if applicable) before engaging in any activities.*
- *The volunteer must be a British Fencing member.*

Questions?

