

APPLICATION FORM

The CMAA fully supports the concept of the Government and Sports Council Club Mark through all Sports. In short the development of "safe, effective and child friendly clubs". Our Centre of Excellence Award is **optional** for all Members and Affiliates should they require it and helps to show that a club provides a high standard of service to it's students. To gain the award the club must qualify in 5 basic areas. **NOTE** if we already have evidence of any of the following on the CMAA database no further will be required:

1. All Instructors at least 1st Dan.
2. Instructor Training.
 - a. MAIUK Programme in use, or equivalent
3. Structured grading syllabus in use with grading held at regular intervals (some don't use them)
4. Club Management
 - a. club has a constitution (template available)
 - b. club has an equal opportunities policy (template available)
 - c. safeguarding policy in place or link to the CMAA one from club website
 - d. student database in use
 - e. all insurance and DBS up to date
 - f. clear pricing
 - g. club has a website/Facebook page which is kept up to date with news and events for members
5. First Aid up to date

If you wish to apply for the CMAA Centre of Excellence Award then simply complete the section below and then send this form with your evidence and fee to the CMAA office.

Your Name _____ Club Name _____

Postal Address & Post Code _____

I wish to apply/re-apply for my club to be registered as a CMAA Centre of Excellence and have enclosed all of the evidence required along with the correct fee (tick below as appropriate)

Initial Application = £40 ___

Annual re-application = £20 ___

Signed _____

Date _____

CMAA Admin Use.

All criteria met YES / NO Award granted/renewed on _____ Initials & CMAA Stamp





ACCREDITATION RECORD SHEET

First Application/Renewal (delete as appropriate)

Name of Club:	Date Applied for:	Signed:	
	Date Awarded:	Signed	
Section	Completed	Signed	CMAA Stamp
1. Instructor Grades			
All Instructors Black Belts			
2. Instructor Qualifications			
MAIUK or equivalent in use			
3. Syllabus			
Structured syllabus reviewed and accepted			
4. Club Management			
Constitution reviewed and accepted			
Equal Opportunities Policy in use			
Safeguarding Policy in use			
Student Database in use			
Indemnity Insurance up to date			
DBS Checks up to date			
Clear pricing evidenced			
5. First Aid			
First Aid Certificate up to date			

