

Application Form Guidelines – Youthreach Centres

1. These guidelines are designed to assist centres to complete the application form and proceed through the Active Centre Flag process. Centres are encouraged to **photocopy** this document.
2. This document provides references and prompt questions for each of the review areas. It is *not* expected that centres will respond to every prompt question in their application. It is important that centres refer to and include information about their own specific initiatives also.
3. The Active School Flag committee recognises that facilities will vary significantly between centres. The Active Centre Flag will be awarded to centres that maximise the use of their own facilities and those of the local community to provide learners with as broad and varied a range of physical activities and opportunities as possible.
4. Centres are requested to provide information in *all* 15 review areas.
5. Centres are advised to look up the relevant sections on the ASF website as they proceed through the process.
6. Centres are asked to give a detailed account of their current situation in the space provided. Bullet point format is advised.
7. Some of the review areas require centres to complete accompanying blank templates. This may suffice for completing the ‘Current Situation’ for those review areas unless there is additional information that centres would like to include in their application.
8. Centres need to achieve a minimum of one, up to a maximum of four improvements, for each of the review areas numbered 4-15. The current situation for each review point will determine the scope there is for improvement to be made. In some review areas there may be a lot of work to do whereas in others, one improvement may suffice.
9. Centres should present their information concisely and limit responses for each review area to **one page**. In terms of formatting please keep the review area heading (in blue) at the very top of the page. Additional space is provided at the end of the application form if required.
10. As each of the ‘Improvements Made’ listed on the application form are *achieved* centres should record their completion date and fill in the ‘Evidence of Improvements’ section of the form.
11. In order for the Active Centre Flag to be awarded centres must be able to provide the accreditor with *concrete* evidence that *each* of the improvements stated on the application form has been achieved. Evidence can be presented in many different forms:
 - Learner portfolios
 - Photographs/Video evidence
 - Power point presentation
 - Newspaper cuttings
 - Written evidence – letters, planning documentation etc.
 - Interviews with learners, NGB coaches etc.

- Tour of facilities
- Demonstrations
- YR centre web sites
- VEC newsletters

It is important that the accreditor meets representative learners as part of the accreditation process. Names of other individuals (eg: NGB coaches) that the accreditor will meet during their visit should be included in the 'Evidence of Improvements' section.

12. Completed application forms should be submitted by e-mail *only* to eolas@activeschoolflag.ie. An acknowledgement e-mail will be issued and the application form will be forwarded to the screening committee.

Youthreach Prompt Questions

1. Time Table Provision for PE/Physical Activity	Every learner in the centre receives a minimum of 1 hour scheduled PE and/or physical activity each week
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Please complete the blank table which follows this review area in the application form.

2. Qualifications	The centre employs tutors that hold recognised qualifications for the purpose of teaching PE and physical activity programmes
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Please list the names and professional qualifications of all individuals that are timetabled to teach PE and physical activity programmes.

Where the centre enlists the help of non staff members it must ensure that those individuals are:

1. Fully vetted by An Garda Síochána
2. Appropriately qualified in the area in which they are coaching

3. PE/Physical Activity Plan	The centre has a comprehensive and up to date PE and/or Physical Activity plan which incorporates the promotion of healthy lifestyle choices
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The PE/PA plan should be made available to the accreditor on the day of the accreditation visit.

It is important that tutors and learners have an input into the formation and contents of the PE plan. All tutors should be familiar with the completed plan as it will guide their individual planning. New and temporary tutors should also be made aware of the PE plan as it will inform them about the approaches and methodologies used by the school. A copy of the PE plan should be available to all tutors in the centre. The PE plan should be reviewed on a regular basis.

4. PE/Physical Activity Programmes	The centre offers a range of PE and physical activity programmes
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Prompt Questions

- What FETAC courses does the centre offer to learners and at what level?
- Do the FETAC courses offered match the ability levels of the learners?
- Do the learners follow LCA programmes?
- Does the centre organise NGB coaching/refereeing certificate courses for the learners?
- Are there links between the PE and physical activity programmes provided and work experience opportunities?

5. Extracurricular Programme	The centre offers a range of extracurricular physical activity opportunities to all learners
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Prompt Questions

- Does the centre cater for competitive individual/team sports?
- Does the centre participate in inter-centre competitions?
- Does the centre offer any type of recreational activity such as hill walking, dance classes etc.?
- Does the centre encourage learners working towards *Gaisce - The President's Award* to help out with extracurricular activities?

6. Inclusive Physical Activity	The centre's extracurricular programme is inclusive. It caters for the diversity of learners including those with special needs.
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Centres are advised to look up the Inclusive PE tab on the ASF website.

Prompt Questions

- Does the centre provide extracurricular activities suitable for both boys and girls?
- How does the centre encourage students with exceptional ability and talent?
- How does the centre encourage inactive/shy/self conscious learners to participate in physical activity opportunities?
- Has the centre contacted any of the following for their advice about enabling learners with special needs to participate more fully in physical activity opportunities:
 - a) Sports Inclusion Development Officers
 - b) Cara Adapted Physical Activity Centre
 - c) Special Education Support Services (SESS)

7. Activity during Lunch Times	The centre takes steps to promote physical activity during lunch times
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Prompt Questions

- Does the centre allow learners to use the centre's sports equipment during their break times?
- If so, how is the distribution and collection of the equipment organised?
- Does the centre organise any form of lunch time physical activity?
- Are these activities monitored by tutors / staff members?

8. Active Travel to and from the Centre	The centre encourages learners to walk or cycle to the centre where it is safe to do so
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Prompt Questions

- Does the centre have a bicycle parking area?
- Has the centre surveyed learners about the way they travel to school?
- What steps / initiatives have been undertaken to promote walking or cycling to the centre?
- Are staff members encouraged to walk or cycle to the centre?

9. National Governing Bodies, Local Sports Partnerships and the HSE	The centre seeks the assistance of outside agencies such as National Governing Bodies, Local Sports Partnerships and the HSE to promote physical activity
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Centres are advised to look up the National Governing Bodies (NGBs), Local Sports Partnerships (LSPs) and HSE tabs on the ASF website.

Prompt Questions

- Do any NGB coaches currently offer physical activity courses/programmes for the learners?
- Are learners offered any form of coaching/refereeing certificate courses by NGB organisations?
- Does the centre have a working relationship with the Local Sports Partnership?
- Has the centre contacted or worked with the HSE in terms of promotion physical activity?
- Is the centre working towards or has it achieved the HSE Health Promoting Flag?

10. Links with the Community	The centre works with and for the local community to promote physical activity and encourages learners to make use of community based physical activity clubs
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Prompt Questions

- What local facilities are used by the centre?
- Does the centre have established links with local clubs and physical activity organisations?
- Have local sports persons and/or teams been invited to the centre to talk with the students?
- Does the centre inform learners about local clubs and physical activity events?
- Are learners involved in promoting physical activities in the community (eg: active retirement groups)

11. Summer Programme	The Summer Programme includes physical activity opportunities
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Please include the most recent Summer Programme timetable as an attachment with the Active Centre Flag application form.

Prompt Questions

- What is the balance between participation in physical activity and other pursuits in the summer programme?
- Are learners exposed to new physical activities in the summer programme (eg: self-defence, orienteering, sailing)?
- How is the effectiveness of the physical activity element of the summer programme assessed?

12. Learner Voice	The centre involves learners in the decision making process in relation to the provision and promotion of physical activity opportunities
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Prompt Questions

- How many learner representatives are there on the Active Centre Flag committee?
- Is the Learners' Council/learners involved in the whole centre planning process?
- Do the learners help to decide upon and organise physical activity events?

13. Celebrating Physical Activity Skills/Achievements	The centre offers learners the opportunity to celebrate their physical activity skills and achievements
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Prompt Questions

- How are individual and team achievements celebrated within the centre?
- Does the centre have a dedicated notice board for PE, sports and physical activity events?
- Does the centre organise an annual Sports Day? If so, is are the events individual or team based? Competitive or co-operative? Serious or fun?
- Does the centre organise any form of Sports Awards? If so, what awards are given out?
- Are parents invited to attend awards ceremonies?
- What opportunities does the centre offer learners to display their physical activity skills?

14. Professional Development	The centre encourages staff to attend in service courses in the areas of PE, physical activity and sport.
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Centres are advised to look up the Professional Development tab and Notice Board section on the ASF website.

Prompt Questions

- Have staff members attended PEAI annual conferences or Community of Practice meetings?
- Have staff members participated in courses organised through the Local Sports Partnership?
- Have any staff members completed National Governing Bodies (NGB) coaching/refereeing courses?
- How many members of staff hold up to date first aid certification?
- How is information about in service courses and CPD opportunities disseminated to staff members?

15. Resources	The centre has adequate equipment to provide learners with PE, sports and physical activity programmes.
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Please complete the *Equipment Inventory Template* which follows this review area in the application form. This may suffice for completing the ‘current situation’ section of this review point unless there is other specific information that the centre would like to include.

Prompt Questions

- What equipment does the centre have to support the PE and extracurricular activity programmes?
- Does the school have adequate storage facilities?