

GOLFMARK ACCREDITATION SCHEME - PROCESS



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KEY:

- What the golf club needs to do
- What the EGU/ELGA will do
- For information

Golf club registers their details online at www.golfmark.org
(Club name, main contact name, telephone & e-mail)

Relevant Regional Development Officer (RDO) is notified of golf club's application.

The golf club receives an e-mail detailing their password. The club can then go back online to 'Club Login', input password & complete the self-assessment.

The EGU/ELGA Golf Development Team will send a GolfMark pack to the club containing a letter, assessment /evidence information and a Children in Golf Resource Pack. Please note: if the club previously signed up to the Junior GolfMark Award, they will have already received a complimentary copy of the Resource Pack.

The RDO will look over the golf club's self-assessment form to see what stage the club is at.

The RDO will contact the golf club to arrange a pre-assessment or assessment meeting (as appropriate).

At the meeting, the Junior Organiser, Club Secretary/Manager, Professional, Club Captain & representative from the Ladies' section should ideally attend – if not possible discuss with RDO.

If it is a pre-assessment meeting the RDO will discuss the award in more depth and advise the golf club of how to progress to prepare for the final assessment meeting.

Prior to the meeting your golf club should prepare the evidence file – ready for the RDO to look over (please note: the decision will be made at a later date)

Details of what evidence is required plus the full assessment questions can be viewed online at www.golfmark.org

At the meeting, the RDO will go through the full assessment questions and evidence with the golf club.

The RDO will highlight areas that require action for the golf club to achieve the award and identify if any further evidence is needed.

Once completed/awarded the EGU/ELGA will send the golf club a development report to help support future work and a GolfMark /Clubmark certificate.

Golf clubs can view their development report online.

The EGU/ELGA will promote the club's achievement on both the GolfMark & Clubmark websites and via press releases to local press.

The golf club will be asked to complete an online review, to assess whether any changes have occurred after 12 months and 24 months.

The RDO will be on hand to provide support if any areas require attention.

After 3 years, a full re-assessment process will take place – as above.

*Please note: hard copy forms are available