

Annex A7. Club implementation tools

A7.1 Local response and contact sheet

Complete this sheet before distributing the guidance. The lead verifies that each service accepts the relevant concerns and records its availability. Explain the routes in the languages and formats athletes use. A blank field is a readiness gap, not a working referral route.

Field	Club entry
Club, country and sport	
Safeguarding lead: name/role, contact and availability	
Deputy: contact and availability	
Independent alternative when the lead or coach is implicated	
Federation or external safeguarding service: scope/contact	
Local child protection referral route and urgent route	
Emergency service	
Accessible reporting options and language support	
Who acknowledges concerns and explains next steps	
Response, progress-update and review timescales	
Person or body reviewing case handling/decisions	
Approved safeguarding procedure, version and location	
Restricted record location, authorised roles and retention rule	
Approving role, verification date and next review	

The club defines and communicates workable response times. Urgent protection and referral are not postponed to meet an administrative schedule. These entries are local implementation choices, not B-FREE grant deadlines.



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