

CA03: Application Form

Club Affiliation

Great Britain Wheelchair Rugby



CA03: APPLICATION FORM

CLUB AFFILIATION

Please complete all 9 sections.

Section	Information Requested	Response
1	<p><u>Club Name & Addresses</u></p> <p>Please state the name of your club:</p> <p>Name:</p> <p>If your club has a registered address, please provide the details here:</p> <p>Address 1: Address 2: Address 3: Postcode: Telephone: E-mail:</p> <p>If your club has a website, please give the address here:</p> <p>Website:</p> <p>Please give the address of your regular training facility: Address 1: Address 2: Address 3: Postcode:</p>	<p><i>Please circle the relevant response(s) where indicated.</i></p>
2	<p><u>Club Officers</u></p> <p>Please provide the name and contact details for your club's principal officers:</p> <p>Chairperson Name: Address 1: Address 2: Address 3: Postcode: Telephone:</p>	

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	<p>E-mail:</p> <p>Secretary Name: Address 1: Address 2: Address 3: Postcode: Telephone: E-mail:</p> <p>Treasurer Name: Address 1: Address 2: Address 3: Postcode: Telephone: E-mail:</p> <p>Head Coach Name: Address 1: Address 2: Address 3: Postcode: Telephone: E-mail: DBS check undertaken: Level 2 Coaching Wheelchair Rugby qualification:</p> <p>Welfare Officer Name: Address 1: Address 2: Address 3: Postcode: Telephone: E-mail: DBS check undertaken: Time to Listen course attended:</p>	
3	<p><u>Club Legal Structure</u></p> <p>Please indicate if your club is a 'stand alone' entity:</p> <p>Please indicate if your club is part of another host body (for example a RFU club or a university):</p>	<p>Yes / No</p> <p>Yes / No</p>

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	<p>Please indicate which of the following legal structures apply to your club directly (if your club is a 'stand alone' entity) or apply to your host body (if your club is part of another body):</p> <ul style="list-style-type: none"> • a company limited by guarantee • a cooperative society • a community benefit society • an industrial and provident society • a charitable incorporated organisation • a charity • an unincorporated membership association • other: [specified] 	<p>Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No</p>
<p>4</p>	<p><u>Club Constitution</u></p> <p>If your club is a "stand-alone" corporate body, please attach a copy of your club's constitution (e.g. articles of association) to this form.</p> <p>If your club is part of another body (e.g. an RFU club or a university), please also attach:</p> <ul style="list-style-type: none"> • a copy of that host body's constitution (e.g. society rules); and • a copy of your club's constitution (e.g. terms of reference agreed with your host body). 	
<p>5</p>	<p><u>Club Finances</u></p> <p>Has your club been in existence for 1 year or more?</p> <p>If yes, please attach to this form your club's Annual Report & Financial Accounts for the last financial year.</p> <p>If no, please provide on a separate sheet a brief description of your club's financial arrangements, including:</p> <ul style="list-style-type: none"> • the name of your club's bank or building society; • names of bank account mandate signatories; • approximate total of funds currently held by your club; and • your club's basic income and expenditure budget for the current year. <p>Does your club hold any property and/or equipment (for example: wheelchairs; or equipment used by former national team athletes) on loan from GBWR?</p> <p>If yes, please confirm if your club has a copy of the relevant agreement with GBWR for this property and/or equipment held by your club.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>



<p>6</p>	<p><u>Club Policies</u></p> <p>Please indicate if your club has policies in place for the following,</p> <p>These club policies must follow GBWR's policies (and be adapted to your club's own staff / committee structure):</p> <ul style="list-style-type: none"> • Anti-Doping • Core Values • Safeguarding of Children and Adults at Risk <p>These policies may either be adapted from GBWR policies or otherwise be suitably equivalent and please indicate where you have adapted the GBWR standard policy and where your club has a policy of its own (for example, based on a Clubmark policy template; or on a policy of your host body):</p> <ul style="list-style-type: none"> • Harassment and Anti-Bullying • Anti-Bribery & Corruption • Equality • Health & Safety • Social Media • Codes of Conduct (for all participants, volunteers and Board/staff/committee members) • Data Protection • Privacy Notice <p>Please indicate where your club members can find your club's policies:</p> <ul style="list-style-type: none"> • Club website • Club handbook • Club joiners' pack • Club notice board (for example, at the training facility) <p>Evidence of First aid cover for training sessions confirmed via qualified Club member</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>7</p>	<p><u>Club Development & Governance</u></p> <p>Please confirm that your club has a copy of your Development Plan as agreed with GBWR.</p> <p>Please indicate if your club:</p> <ul style="list-style-type: none"> • is working towards Clubmark/Insport accreditation • has achieved Clubmark/Insport accreditation • has undertaken to follow the Voluntary Code of Good Governance for the Sports Sector, as promoted by the Sport & Recreation Alliance (SRA) 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>

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	<p>If your club is a company limited by guarantee, please confirm that your filings with Companies House (for example: names of directors) are up to date.</p> <p>If your club is a charity registered with the Charity Commission for England & Wales, and/or with the Office of the Scottish Charity Regulator, please confirm that your filings with the relevant charity regulator are up to date.</p> <p>If your club is a cooperative society, or a community benefit society or an industrial & provident society registered with the Financial Conduct Authority (FCA), please confirm that your filings with the FCA are up to date:</p>	<p>Yes / No / N/A</p> <p>Yes / No / N/A</p> <p>Yes / No / N/A</p>
<p>8</p>	<p><u>Club Membership</u></p> <p>Please note that all members in your club must be Members of GBWR.</p> <p>Please state the current <u>total</u> number of members in your club:</p> <p>Please indicate the current numbers of members in that total who are (where someone falls into more than one membership category, please count that person only in their primary category, so as to avoid 'double counting'):</p> <ul style="list-style-type: none"> • Players: • Coaches: • Officials: • Volunteer support staff (administration): • Volunteer support staff (court-side): • Paid support staff (administration): • Paid support staff (court-side): • Social members (that is: not players): 	
<p>9</p>	<p><u>Declaration</u></p> <p>We hereby declare that:</p> <ul style="list-style-type: none"> • the information provided on this form, and also in the attachments, is complete and correct to the best of our knowledge; and • our club is willing to abide by the GBWR Rules for Club Affiliation; and • we have been duly authorised by our club to make this application by a decision recorded in the relevant meeting minutes of the club (copy attached) • [our application is supported by the host body of which our club is a part.*] <p><i>* Please include this point only if your club is part of another</i></p>	



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	<p><i>body; for example, a RFU club or a university.</i></p> <p>Chair</p> <p>Name:</p> <p>Signature: Date:</p> <p>Secretary</p> <p>Name:</p> <p>Signature: Date:</p> <p>Host Body <i>Please include this signature only if your club is part of another body; for example, a RFU club or a university.</i></p> <p>Name:</p> <p>Role</p> <p>Organisation:</p> <p>Signature: Date:</p>	
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