

CA03-G: Application Form Guidance Notes

Club Affiliation

Great Britain Wheelchair Rugby



CA03-G: APPLICATION FORM GUIDANCE NOTES

CLUB AFFILIATION

PLEASE READ THESE GUIDANCE NOTES BEFORE YOU START TO FILL OUT THE FORM.

Guidance Notes - Introduction

These Guidance Notes are designed to help you in completing the Application Form for Club Affiliation. The Notes are numbered to follow the Sections on the Form.

The last section of the Guidance Notes explains how your application will be taken forward by Great Britain Wheelchair Rugby Limited (GBWR).

Section 1 - Club Name & Addresses

Your club may have a registered address (for example, if your club is a company limited by guarantee), which GBWR will use for formal correspondence with your club.

If you do not have a registered address for your club, then GBWR will generally send formal correspondence to the address of your club's secretary.

Section 2 - Club Officers

GBWR will only use contact details for administrative purposes connected with the operation of the sport.

If any of the club officer positions are vacant, please note this on the form.

If the same person holds more than one post, please note this on the form.

Section 3 - Club Legal Structure

If your club operates as an entirely independent entity (and is therefore not part of any other body) then please indicate that your club is a 'stand-alone' entity.

If your club is a 'stand-alone' entity and has more than one legal status (for example, if your club is both a company limited by guarantee and also a registered charity), please circle all the relevant responses.

If your club is not a company limited by guarantee, nor a registered charity, nor a cooperative society, nor an industrial provident society, nor part of another body, then your club will generally be defined as an unincorporated membership association.

If your club does operate as part of another body (for example: an RFU club or a university), then please indicate that your club is part of your host body.

If your club is hosted as part of another body, and your host body (for example: an RFU club or a university) has more than one legal status (for example, if your host body is both a company limited by guarantee and also a registered charity), please circle all the relevant responses.



Section 4 - Club Constitution

Your club constitution is the document that sets out the rules for how your club operates.

For example:

- if your club is a company limited by guarantee, your constitution will be your Articles of Association (and Memorandum, if your club has one) plus any regulations or by-laws your club has put in place; or
- if your club is a co-operative society or an industrial & provident society (that is operating under the Co-operative & Community Benefit Societies Act 2014 and registered with the Financial Conduct Authority), your constitution will be your Society Rules; or
- if your club is part of a host body (for example, an RFU club or a university), then you will need to provide appropriate constitutional documentation, for example:
 - Terms of Reference; or
 - a Memorandum of Understanding; or
 - a Delegation of Authority Agreement
- which sets out how your wheelchair rugby club operates as part of that host body.

Please note that your club's constitution must make it clear that:

- your club's main purpose is to play Wheelchair Rugby (including any disciplines of the sport) in accordance with the rules of the sport set out by the International Wheelchair Rugby Federation (IWRF) and, where applicable, by GBWR; and that
- individual members of your club are required also to register as individual members of GBWR in the relevant membership category.

Section 5 - Club Finances

The Annual Financial Report & Accounts, or financial information, which you attach, need to be the fullest versions that you publish for your club members and, where applicable, for the statutory authorities.

For example:

- if your club is a company limited by guarantee, then you need to attach the Annual Report & Financial Accounts which you send to Companies House; and/or
- if your club is a registered charity, then you need to attach the Annual Return which you send, where required, to the Charity Commission for England & Wales and/or the Office of the Scottish Charity Regulator.
- if your club is unincorporated, then your financial information needs to include:
 - 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.

Section 6 - Club Policies

If your club wishes to find GBWR's key policies, these are published on our website.



Club Affiliation

Great Britain Wheelchair Rugby



The Policies listed below must be followed by your club. Your club will need to adapt these GBWR Policies to match your club's own staff / committee structure and roles (e.g. functions performed by the chief executive within GBWR will need to be covered by an appropriate officer, such as the secretary, within your club).

- Anti-Doping
- Values
- Safeguarding

For the other GBWR Policies listed, your club may adopt suitably equivalent policies of your own (if your club is a 'stand-alone body) or your club may follow suitably equivalent policies of your host (if your club is part of another body).

- 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

If you are uncertain whether the policies of your club (or your host body) are suitably equivalent, please check with your GBWR Regional Development Officer.

Evidence of provision for First Aid cover for training sessions confirmed via qualification held by Club member.

Section 7 - Club Development and Governance

Your club's Development Plan is the document you have agreed with your GBWR Regional Development Officer (RDO), and this will underpin your Annual Club Report as part of the annual "health check" review.

If your club:

- is: registered with Companies House; and/or
- is registered with the Charity Commission for England & Wales (or Office of the Scottish Charity Regulator); or
- is registered with the Financial Conduct Authority;

then it is important to be able to show that your club is up-to-date with the relevant regulatory reporting requirements.

Clubmark is a quality assurance accreditation programme promoted by Sport England. Sport Wales promotes an equivalent programme called InSport. The Sport & Recreation Alliance is the industry sector body for sport and recreation.

Compliance with the standards and codes of Clubmark or InSport is not a requirement for clubs wishing to affiliate to GBWR. It is helpful, however, for GBWR to be aware of where your club is on



any pathway to meet these accreditation programmes so that we can work with you through the Development Plan process to ensure your club can achieve accreditation in due course. As important indicators of good governance, strong club development and a demonstrable desire to see your club grow, Clubmark or Insport accreditation of all affiliated clubs is something GBWR strives for.

Section 8 - Club Membership

All Club members must also register as individual Members of GBWR in the relevant membership category.

Where someone falls into more than one membership category, please count that person only in their primary category, so as to avoid 'double counting'. For example, if a player also acts as an administrative support staff member, then please just count them as a player.

Please include anyone your club pays as an employee or a contractor in the relevant 'paid support staff' category. (Please note that the definition of 'paid' does not include travel expenses or meal costs reimbursed to volunteers; but does include any attendance 'day rate'.)

For guidance, GBWR will generally consider a club is only viable for Affiliation if the club has at least:

- 5 player members
- 2 court-side support members

and that at least 2 of these 7 members are managing the administration of the club.

Section 9 - Declaration

The GBWR Club Affiliation (Membership Category) Rules are in the Rules section of the GBWR website.

'Duly authorised' means that your club's relevant decision-taking body (which - depending on what it says in your club's constitution - may be your board, your executive committee or your general meeting) has taken, and recorded in the meeting minutes, a decision to apply for Affiliation with GBWR. Please attach a copy of the relevant minute to the Application Form.

If your club is part of another host body (e.g. an RFU Club or a University), please ensure that you have obtained written confirmation of the host body's support for your application for Affiliation from the relevant officer(s) of the host body (e.g. Chair or Chief Executive). Please attach a copy of the relevant written confirmation to the Application Form.



PLEASE COMPLETE THE ATTACHED FORM AND RETURN IT TO YOUR REGIONAL DEVELOPMENT OFFICER BY EMAIL OR POST:

*Great Britain Wheelchair Rugby Limited
Rugby House
Twickenham Stadium
200 Whitton Road
Twickenham
TW2 7BA*

PLEASE REMEMBER TO SIGN AND DATE THE APPLICATION FORM.

Next Steps - How your application will be taken forward

When your club's Application Form reaches GBWR's Compliance & Membership Officer, s/he will acknowledge safe receipt and let you know the date of the next GBWR Governance & Finance Committee (GFC) meeting, when your club's application will be reviewed.

The GFC may come back to you for additional information or clarification, where anything in your submission is not clear to the GFC.

If the GFC is satisfied that your club fully meets the governance criteria and general conditions for affiliation to GBWR, then the GFC will recommend to the GBWR Board of Trustees to approve your club's admission into Membership of GBWR as an Affiliated Club.

If the GFC is not satisfied that your club meets the governance criteria and general conditions for affiliation to GBWR, then the GFC will recommend to the GBWR Board of Trustees either:

- *(if your club is considered to be fairly close to meeting the governance criteria and general conditions for affiliation to GBWR) to give provisional approval for your club's admission into Membership of GBWR as an Affiliated Club, subject to your club meeting specific conditions; or*
- *(if your club is considered to fall significantly outside of the governance criteria and general conditions for affiliation to GBWR) to refuse your club approval for Affiliated Club status.*

Once the GBWR Board of Trustees has given its approval, you will be sent two copies of an Affiliation Agreement for your chairperson to sign. *Please note that, if your club is part of another host body (e.g. a RFU Club or a University), then the chairperson (or other officer with relevant authority, such as a chief executive) of your host body will also need to sign the Affiliation Agreement.*

One copy is for your club to keep and the other is to be returned to GBWR's Compliance & Membership Officer.

Once the copy of the signed Affiliation Agreement reaches GBWR's Compliance & Membership Officer, s/he will acknowledge safe receipt and enter your club on the GBWR Register of Affiliated Clubs.