

APPLICATION FORM FOR REGISTRATION OF SPORTS CLUBS/ORGANISATIONS

The Dún Laoghaire-Rathdown Sports Partnership is in the process of establishing a register of sports clubs/organisations based in the Dún Laoghaire-Rathdown county area.

Registration with the Dún Laoghaire-Rathdown Sports Partnership is the first step in the co-ordination of sports clubs/organisations in the area. This register will provide the Sports Partnership with an up-to-date database of sports clubs/organisations operating in the County and will act as an information source when dealing with these clubs in relation to grant applications, the working of the Sports Forum, code of ethics training etc.

Registration is a voluntary process. However, the benefits of registration and membership of the Sports Forum are that it will give sports clubs/organisations access to training, networking, support and information sharing. The full completion of the registration form is required for a sports club/organisation to:

- Apply for and receive Dún Laoghaire-Rathdown Sports Partnership grants,
- Sign up to and nominate an individual to represent your club/organisation on the Sports Forum,
- Sign up to Code of Ethics & Good Practice for Young People in Sport workshops and other forms of volunteer training,
- Access other Dún Laoghaire-Rathdown Sports Partnership services.

Please Note: The Registration Conditions are outlined in the final page of this Application Form. Your application to register with the Dún Laoghaire-Rathdown Sports Partnership will be reviewed and you will be contacted by a member of staff.

Please complete this application form as accurately as possible and return to the Dún Laoghaire-Rathdown Sports Partnership office.

Dún Laoghaire-Rathdown Sports Partnership,
County Hall,
Marine Road,
Dún Laoghaire,
Co. Dublin.

If you have any queries regarding registration of your club, please contact the Sports Partnership office on 01-2719502.

Thank you for your co-operation.

DÚN LAOGHAIRE-RATHDOWN SPORTS PARTNERSHIP
REGISTRATION APPLICATION FORM: SECTION 1

A APPLICANT DETAILS

1. Name of Sports Club/Organisation

2. Address of Sports Club/Organisations Facility/Activities

3. Sports Club/Organisation Contact Phone No. _____

4. Contact details of the Club Official submitting this application

Name _____

Address: _____

Tel: _____ E-mail _____

Position in Club _____

5. Please give details for 2 alternate contacts

Name _____

Address: _____

Tel: _____ E-mail _____

Position in Club _____

Name _____

Address: _____

Tel: _____ E-mail _____

Position in Club _____

B DETAILS OF SPORTS CLUB/ORGANISATION

6. Please indicate the category, which your club fits into best:

- a) Field sport _____
- b) Indoor Sport _____
- c) Racquet Sport _____
- d) Water Sport _____
- e) Adventure Sport _____
- f) Other _____

7. When was your club/organisation formed? _____

8. Is your club/organisation affiliated to a National Governing Body?

Yes ☐ No ☐

9. If yes, please give the name of the National Governing Body:

10. What are your club/organisations aims with regard to working with young people?

C FACILITIES

Please indicate the ownership status of the facilities used

Owned by the Club ☐ Rented by the Club ☐
Leased by the Club ☐ Paid by the hour ☐

Do you allow others to use these facilities: Yes ☐ No ☐

General Public ☐ Sports Clubs ☐
Local Schools ☐ Others (please give details) ☐

Are there times when your facility is currently not in use, when it might be used by another club/group? Yes ☐. No ☐.

If yes please give details:

What sports can be played in your facility:

If you don't have your own facilities, please provide information about the facilities that you use?

§ Name of Facility _____

§ Address of Facility _____

§ Who owns the facility _____

§ What facilities do you use at this centre (e.g. sports hall, pitch, gym etc)

B DATABASE INFORMATION

Club/Organisation Website: _____

Club/Organisation Phone No. _____

Club/Organisation Fax No. _____

Club/Organisation Email Address _____

Club/Organisation Contact Person _____

Are you happy for this information to be included in a Sports Partnership online database? Yes ☐. No ☐.

Are you happy to be notified about events/grants/info etc.?

Yes ☐. No ☐.

C MEMBERSHIP DETAILS

11. Give details of coaches
- | | Male | Female |
|---------------------------|----------------------|----------------------|
| Junior Coaches (U 18 yrs) | <input type="text"/> | <input type="text"/> |
| 18-25 years | <input type="text"/> | <input type="text"/> |
| Over 25 years | <input type="text"/> | <input type="text"/> |
| Total Coaches | <input type="text"/> | <input type="text"/> |
12. Give details of club members
- | | | |
|-------------------|----------------------|----------------------|
| Under 10 years | <input type="text"/> | <input type="text"/> |
| 11-17 years | <input type="text"/> | <input type="text"/> |
| 18 years and over | <input type="text"/> | <input type="text"/> |
| Total Members | <input type="text"/> | <input type="text"/> |
13. Please indicate where the majority of your members come from
- | | |
|---------------------------|--------------------------|
| Local Area | <input type="checkbox"/> |
| Countywide | <input type="checkbox"/> |
| Specific Targeted Group/s | <input type="checkbox"/> |

D SPORTS CLUB ACTIVITIES

14. Please give details of your Club's activities in the table below

Day	Time From	Time To	Detail of Activities	No. Attending	Location

E MANAGEMENT

15. Please describe how your sports club/organisation is managed

16. Does the club have a written constitution? Yes ____ No ____

17. Is there a recruitment & selection process for coaches and volunteers?

Yes ____ No ____

18. Have any of your current coaches/volunteers participated in Child Protection training? Yes ____ No ____

19. If yes, how many coaches/volunteers participated?

20. Does the club have a Child Protection Statement and Procedures?

Yes ____ No ____

21. Does the club have a designated Child Protection Officer?

Yes ____ No ____

Name of Child Protection Officer _____

22. Does the club have an equality, anti-racism and diversity policy?

Yes ____ No ____

23. Does your club have insurance? Yes ____ No ____

24. Are you insured through the national governing body for your sport?

Yes ____ No ____

25. If yes, please give the name of the organisation.

26. If your group arranges insurance cover independently, please give name of insurance company and the type of cover

I certify that the information given in this application form for registration with the Dún Laoghaire-Rathdown Sports Partnership is true and correct.

Signed _____ Date _____

Please return this form to:

*Dún Laoghaire-Rathdown Sports Partnership,
County Hall,
Marine Road,
Dún Laoghaire,
Co. Dublin*

SPORTS CLUB/ORGANISATION REGISTRATION CONDITIONS

Sports Clubs/Organisations must be registered with *Dún Laoghaire-Rathdown Sports Partnership* to avail of its services, training and grants.

Conditions for Registration:

- The sports club/organisation must be based within the boundaries of *Dún Laoghaire-Rathdown* county area.
- The club/organisation must have sport as its primary focus.
- The sports club/organisation must be a voluntary one and all participation must be of a voluntary nature.
- The sports club/organisation must have a bank account in their own name.
- The sports club/organisation must have adequate insurance cover for all aspects of their activities.
- Up-to-date financial records such as income and expenditure, accounts, petty cash, minutes, correspondence and a register of members must be kept.
- The sports club/organisation must have Child Protection Procedures in place.
- At all times the sports club/organisation must carry out its activities in a safe and responsible manner.

We the undersigned agree to comply with *Dún Laoghaire-Rathdown Sports Partnership* regulations and conditions concerning the registration of clubs, the Sports Forum and Grant Aid. Furthermore I confirm that the details supplied in this Application Form are accurate.

Signed: _____
(On behalf of the club/organisation)

Position Held: _____

Date: _____

N.B. *Dún Laoghaire-Rathdown Sports Partnership* reserve the right to change these regulations, as it deems appropriate.