

Sports Club Registration Form

(To be completed by Sports Clubs wishing to be registered to Choose Sport)

1. Name of Sports Club – Must be the same as bank account

2. a) Name of Regional and/or National Body to which you are affiliated

b) Is your organisation a Non-Profit body? Y / N

3. a) Mailing Address

b) Street Address

4. Main Contact Person

Name:

Position in Club:

5. Approved Referrers: (These will be the people who may refer applicants on behalf of the Club. Max 4)

Name	Position in Club	Email	Phone
1) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Send completed form to andrea@pscct.co.nz
or PO Box 23455, Hunters Corner 2155

6. Declaration:

We agree to comply with a request from an officer of the Department of Internal Affairs or an appointee of the Papatoetoe Sports and Community Charitable Trust for information in relation to the receipt and use of the grant monies paid to this organisation.

We agree that an officer of the Department of Internal Affairs or an appointee of the Papatoetoe Sports and Community Charitable Trust may direct an audit or inspection of the books, accounts, or data systems in which the receipt of the grant monies have been deposited. We further agree that any information requested will be provided in a timely manner. We agree to refund amounts if the audit criteria is not satisfied.

We hereby consent to the above audit conditions and certify that the information included in this registration together with any supporting details is true and correct.

Name: _____ Position _____ Signature _____ Date: _____

Name: _____ Position _____ Signature _____ Date: _____

We certify that we have the authority to complete this registration on behalf of the club.

All decisions of Papatoetoe Sports and Community Charitable Trust are FINAL. Results will not be given out over the phone or by email.

7. Supporting Document Checklist

- | | |
|---|--------------------------|
| 1. Certificate of Incorporation | <input type="checkbox"/> |
| 2. Letter from Chairperson endorsing registration | <input type="checkbox"/> |
| 3. Printed Bank Deposit Slip | <input type="checkbox"/> |
| 4. Payment attached (if required) | <input type="checkbox"/> |
| 5. Two signatories on declaration | <input type="checkbox"/> |

Office Use Only	Bank Deposit: Y / N	Payment Received: Y / N	Cert of Incorp: Y / N	Letter: Y / N
APPROVED / DECLINED	Email referrer: Y / N	Letter to Club: Y / N	Equip Issued: Y / N	

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Sports Club Registration – FAQ's

Why do Sports Clubs have to be registered to the initiative?

Choose Sport is a referral based grant initiative. This means we only want to deal with organisations we trust and have established reputations within the community. Registration ensures that we can properly keep records and identify the Clubs that will ensure the best use of grant funding for the applicants.

Who has to pay the registration fee and why?

All clubs that are registered to Choose Sport and are not home based clubs at the Papatoetoe Sports Centre must pay the fee. This fee covers the costs of administering the grant initiative, including raising sponsorship, processing applications and liaising with clubs. The fee is payable each season.

Clubs based at the Papatoetoe Sports Centre pay the Trust for this service via capitation fees and are therefore not required to pay the annual fee.

Do we need to register every year?

No. Each registration form covers two years; however the registration fee (if payable) is required annually. The club is obligated to keep their details up to date during this time.

Why is there a maximum of 4 approved referrers?

This is to ensure that the Trust can build a relationship with the referrers and ensures that the grants are helping the right people. It also makes the process easy to manage.

How will grants be paid?

Where membership fees are applied for and approved, the funds will be paid directly to the club being applied for. Where equipment is applied for, the Trust will either provide a voucher or the equipment directly to the referrer.

What happens when a grant is approved?

It is important to understand that the Trust's relationship is with the approved referrer and not the applicant. Therefore we will notify the referrer by email and the club via post. In all cases it is the referrer's obligation to notify the applicant and join them to the club.

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