

NEW AFFILIATION 2010-11

To affiliate to YCHIOW for the year 2010-11 please complete this form in full and return it to YCHIOW along with the appropriate payment. Cheques should be payable to YCHIOW. If you have any questions or need any help please call us on 01962 852307.

PLEASE COMPLETE THIS FORM IN BLACK INK USING BLOCK CAPITALS

1. GENERAL INFORMATION ABOUT THE CLUB/GROUP/PROJECT

Name of Club/Group/Project -
Address of Meeting Place/Venue -
Post Code -
Email Address of Club/Group/Project -
Telephone Number of Club/Group/Project -
Mobile Number of Club/Group/Project -
Fax Number of Club/Group/Project -
Website of Club/Group/Project

2. INFORMATION ABOUT THE WORKER IN CHARGE (MAIN CONTACT)

If the Worker in Charge / Main Contact details change during the year, please ensure you update us.

Name of Worker in Charge -
Address of Worker in Charge -
Post Code -
Email Address of Worker in Charge -
Telephone Number of Worker in Charge -
Mobile Number of Worker in Charge -
Fax Number of Worker in Charge -

3. NAME OF CLUB DISTRICT/LOCAL AUTHORITY

Name of Club District/Local Authority	
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4. DETAILS OF THE MANAGEMENT OF THE CLUB/GROUP/PROJECT

Name -	Position -
Name -	Position -
Name -	Position -

5. DETAILS OF THE STAFF OF THE CLUB/GROUP/PROJECT

Staff Category	Number of Staff
Full Time Paid Staff	
Part Time Paid Staff	
Voluntary Staff	
Management Committee	

6. ABOUT THE CLUB/GROUP/PROJECT

- a) How long has the club/group/project been established? _____ years
- b) Does the club/group/project have a written constitution or other governing document? (Please circle) Yes / No

If you have a constitution or other governing document, please provide us with a copy. If you answered NO please tell us about why you run the project and what your aims are.

What kinds of activities does your club/group/project offer?

e) When do you meet and who can attend?

Meeting Days	Meeting Times	Age Group
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

f) How many members do you have?

Age 8 –12	Age 13-18	Age 19-25	Total
Male:	Male:	Male:	Male:
Female:	Female:	Female:	Female:

g) How many of your members are from the following groups

NEET (Not in Education, Employment or Training)	Have a disability	Are from a Minority Ethnic Groups	Have Special Educational Needs

7. POLICIES AND PROCEDURES

IMPORTANT INFORMATION: Please tell us which of the following policies and procedures you already have in place. You will need to send us a copy of all the policies you already have in place and be committed to writing those that you do not yet have within 60 days of affiliation. We can support you to do this.

Name Of Policy / Procedure	Currently In Place? (Y or N)	Would You Like Help Writing or Renewing This Policy/Procedure? (Y or N)
1. Child Protection		
2. Health and Safety (Including Accident Reporting and Prevention)		
3. Risk Assessment		
4. Fire Regulations		
5. Staff CRB Checking and Vetting		
6. Equal Opportunities		
7. First Aid		
8. Staff Training		

8. PUBLIC LIABILITY INSURANCE

Please provide us with the following information about your club/group/project's Public Liability Insurance

Name of Insurer: _____ Amount Insured For: _____

Current guidelines recommend that youth clubs/groups/projects should have Public Liability Insurance to cover them for £10 million.

9. STAFF VETTING

- Please confirm that all members of staff at the club/group/project have been vetted in accordance with the Criminal Justice and Court Services Act 2000 and by following proper practises in recruiting and appointing staff (paid and voluntary): Yes / No
- How often is the vetting information on staff updated? _____

The Criminal Justice and Court Services Act 2000 states that you must enquire into the background of all employees (paid and voluntary) who work with young people before their appointment is confirmed. This is a legal requirement.

10. EQUAL OPPORTUNITIES

“Youth Clubs Hampshire and Isle of Wight is committed to creating an Equal Opportunities environment where discrimination against people in terms of their age, gender, belief, ethnicity, colour, creed, physical and/or mental ability, religion or sexual orientation is positively worked against”.

Does your club/group/project actively encourage Equal Opportunities as defined by the above statement? (Please circle your answer) Yes / No

11. STAFF DEVELOPMENT

Are you or any of your colleagues interested in further developing your skills working with young people through development or training?

Please use this space to tell us what areas of your work you'd be interested in finding out more about through development opportunities, training sessions or awareness days.

12. ACTIVITIES AND PROGRAMME DEVELOPMENT

Are you interested in running any of the following types of activity in your club/group/project or would you like more information? (please tick as appropriate)

	Please provide us with more details	We would like to deliver this
Offering a wider range of activities		
Providing issues/topic based session (e.g. healthy lifestyles, drugs awareness, sexual health education)		
Supporting young people to become Young Leaders or take on other roles in running your club/group/project		
Accrediting young people's work (such as through Youth Achievement Awards)		
Running a Peer Education project with young people		
Running a Momentum pre-learner driver course (First Gear for cars or On 2 Wheels for motorcycles)		
Running a healthy tuck shop		

13. QUALITY ASSURANCE

Do you already have a quality assurance award?	Yes	No
What is the name of the quality assurance award you already have?		
Are you currently working towards a quality assurance award?	Yes	No
Which quality assurance award are you working towards?		
Would you like more information about AQYP (Assured Quality for Youth Projects)	Yes	No
Would you like more information about the CAT Mark?	Yes	No

- **AQYP** offers youth clubs/groups/projects an opportunity to examine their ethos, their working practice and their procedures and encourages projects to review and adopt current best practice guidelines.
- **The CAT Mark** is a quality award designed by young people for organisations that provide a service to young people. Young people are trained to inspect, assess and award the CAT Mark.

14. DECLARATION TO YOUTH CLUBS HAMPSHIRE AND ISLE OF WIGHT

The aim of Youth Clubs Hampshire and Isle of Wight is "To help educate young people, especially but not exclusively, through their leisure time activities to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved".

I, the undersigned, acting on behalf of the club/group/project, accept the above aim of Youth Clubs Hampshire and Isle of Wight and hereby apply for membership for 2009-10.

I accept that from time to time representatives of Youth Clubs Hampshire and Isle of Wight will visit the club/group/project.

I declare the answers and details submitted on this form are, to the best of my knowledge, true and complete.

Signed:

Date:

Name:

Position

CHECKLIST

	Have you...	CHECKLIST (Y or N)
1.	Completed all sections of the form	
2.	Enclosed a copy of your Constitution	
3.	Enclosed copies of the policies and procedures we have requested	
4.	Signed the declaration form	
5.	Enclosed a cheque made payable to YCHLOW for the appropriate amount	

**When complete, please return your form, questionnaire and all enclosures to:
Affiliations, Youth Clubs Hampshire and Isle of Wight, St Thomas Centre,
20 Southgate St, Winchester, Hampshire SO23 9EF**