



YOUTH CLUBS HAMPSHIRE AND ISLE OF WIGHT

Registered Charity No 1072005. Company Limited By Guarantee No 3630280



NEW AFFILIATION 2009-10

In order to affiliate to Youth Clubs Hampshire and Isle of Wight you will need to complete this form in full. If you have any problems providing the information requested please contact the office for assistance on 01962 852307. Please return the completed form along with a cheque made payable to Youth Clubs Hampshire and Isle of Wight. Details of affiliation fees are contained in the letter sent with this form.

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

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

We will use the information provided above to keep you informed about your membership and the services offered by YCHLOW. The Worker in Charge will be the main point of contact so please ensure you keep us up to date with their details.

3. NAME OF CLUB DISTRICT/LOCAL AUTHORITY

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

Name	Position
Name	Position
Name	Position

5. INFORMATION ABOUT 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 answered YES, you do have a constitution or other governing document, **please provide us with a copy.** If you answered NO please tell us what you are trying to achieve by running your club/group/project:

Please briefly describe the kind of activities you offer to young people at the club/group/project:

e) Please tell us about when you meet

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

f) Please indicate membership numbers

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

g) Please indicate how many of your members are from the following groups

NEET (Not in Education, Employment or Training)	Disabled	From Minority Ethnic Groups	Have Special Educational Needs



7. POLICIES, PROCEDURES AND BEST PRACTISE

Please tell us which of the following policies and procedures you have in place.

Name Of Policy/Procedure	Currently In Place? (Y or N)	Changed In The Last 12 Months? (Y or N)	Would You Like Help With This Policy/ Procedure? (Y or N)
Child Protection			
Health and Safety (Including Accident Reporting and Prevention)			
Risk Assessment			
Fire Regulations			
Staff CRB Checking and Vetting			
Equal Opportunities			
First Aid			
Staff Training			

*These policies and procedures represent Best Practice. Affiliation to Youth Clubs Hampshire and Isle of Wight requires you to have all the above policies and procedures in place that are printed in **bold** or to be working towards implementing them. We can provide you with help and assistance with any of the policies and procedures listed above.*

IN ORDER TO AFFILIATE PLEASE ENCLOSE COPIES OF POLICIES 1-5 WITH YOUR AFFILIATION FORM. IF YOU NEED ASSISTANCE WITH THESE POLICIES PLEASE INDICATE IN THE SPACE ABOVE.

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

a) 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 practices in recruiting and appointing staff (paid and voluntary) Yes / No

b) 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 read and then circle*) Yes / No

11. TRAINING AND DEVELOPMENT NEEDS

a) What training do your staff members need?

ACTIVITIES AND PROGRAMME DEVELOPMENT

Are you interested in running any of the following types of activity in your club/group/project that YCHIOW can support you to deliver or would you like more information about any of them? (please tick as appropriate)

	Please provide us with more details	We would like to deliver this
Expanding the range of activities you can offer young people		
Undertaking personal and social education work with young people (E.g. about drug misuse, health lifestyles, education etc)		
Engaging young people to help run your club / group / project (Such as setting up a youth committee)		
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)		
Dealing with challenging behaviour or developing a code of acceptable behaviour for your club / group / project		
Running a healthy tuck shop		
Running off-site or residential events		



12. QUALITY ASSURANCE

We would like to know whether you are working towards or have already gained a Quality Assurance award such as Assured Quality for Youth Projects (AQYP) or the CAT Mark.

- 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. It is a self-examination process that provides standardised guidelines and ultimately raises the level of youth work provision.
- 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.

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

CHECKLIST

Please use this checklist to ensure you have completed the form in full then sign the declaration on the back page.

Section	Description	CHECKLIST (Please check and then enter Y or N)	FOR OFFICE USE ONLY Checked
1	General Information		
2	Information About The Worker In Charge		
3	Information About The Management		
4	Information About The Staff		
5	About The Club/Group/Project		
6	Policies, Procedures and Best Practice		
7	Public Liability Insurance		
8	Staff Vetting		
9	Equal Opportunities		
10	Training and Development		
11	Quality Assurance		
12	Declaration		

Have you included any policies or procedures that we have asked for on page 3? Yes / No

Have you included a cheque for the correct amount made payable to Youth Clubs Hampshire and Isle of Wight? Yes / No



13. 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:

Please use the checklist on page 5 to ensure your affiliation form is complete and then send it to:

Affiliations, Youth Clubs Hampshire and Isle of Wight, The St Thomas Centre,
20 Southgate Street, Winchester, Hampshire, SO23 9EF

For help with this form please call the office on 01962 852307 or email ce.ychiow@ukonline.co.uk

FOR OFFICE USE ONLY

Date Received:

Certificate Sent? Yes No

Date:

Database? Yes No

Date:

CE / OM / CSDM? Yes No

Date:

Initials: