

## AFFILIATION AND DATA COLLECTION FORM

<b>Name of Club/Association/ Individual:</b>	<input style="width: 100%;" type="text"/>		
<b>Address of Club/Association: (Where Club operates)</b>	<input style="width: 100%;" type="text"/>		
			Postcode:
<b>Contact Person Name:</b>	<input style="width: 100%;" type="text"/>		
<b>Contact Person Address:</b>	<input style="width: 100%;" type="text"/>		
			Postcode:
<b>Tel No:</b>	<input style="width: 200px;" type="text"/>	<b>E-mail:</b>	<input style="width: 400px;" type="text"/>

Copy of Constitution held by Sports Council	<input style="width: 50px; height: 20px;" type="text" value="Y / N"/>	If your constitution has altered since last submission or this is your first affiliation, please enclose a copy.																							
<b>COACHES:</b>																									
Does your club utilise sports coaches / volunteers?	<input style="width: 80px; height: 25px;" type="text" value="Y / N"/>	Please indicate their qualification level:																							
<b>MEMBERSHIP:</b>																									
<input style="width: 100%;" type="text" value="Seniors"/>	<input style="width: 100%;" type="text" value="Juniors (U18)"/>																								
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<b>DISABILITY SPORT*:</b> Do you make reasonable provision for individuals with a disability as described within the Disability Discrimination Act 1995 (goods, facilities and services) for people with physical, sensory or learning disabilities?	<input style="width: 80px; height: 25px;" type="text" value="Y / N"/>									
<b>members with a disability</b>										
<input style="width: 100%;" type="text" value="Seniors"/>		<input style="width: 100%;" type="text" value="Juniors (U18)"/>								
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<b>CLUB ACCREDITATION**:</b> Has your club been accredited by a Nation Governing Body or Perth & Kinross Council?			
Name of NGB	<input style="width: 100%;" type="text"/>	Level achieved	<input style="width: 100%;" type="text"/>
PKC scheme	<input style="width: 100%;" type="text"/>	Level achieved	<input style="width: 100%;" type="text"/>

**AFFILIATION FEES:**

Please indicate under which category you are affiliating by ticking the according box.

**1 Clubs with membership**(a) up to 50 £ 7.50 (b) between 50 & 100 £ 10.00 (c) over 100 £ 15.00 **2 Associations & Sports Organisations** £ 10.00 **3 Disability Organisations/Centres** £ 10.00 **4 Individuals** £ 5.00 **5 Affiliate Membership** £ 12.50 

Please enclose a cheque over the affiliation fee. All cheques should be made payable to Perth &amp; Kinross Sports Council and crossed 'a/c Payee'. The affiliation period runs from 01 April 2011 to 30 September 2011.

**CHILD PROTECTION:**

As of 01 April 2009 Perth and Kinross Sports Council will require all affiliated clubs and associations, who have members under the age of 18 years, to have in place a valid Child Protection Policy. The minimum requirement will be per the 2006 Accord for the Protection of Children in Scottish Sport.

Does your club have members under the age of 18 years?

 Y /  N

If your club has members under the age of 18, do you have the following documentation in place that complies with the minimum operating requirements per the 2006 Accord for the Protection of Children in Scottish Sport?

- A designated child protection officer (who has a certificate of attendance on safeguarding & protecting children and in safe hands courses)
- A child protection policy
- Codes of conduct for working with children
- Information given out to under 18's
- Information displayed on club notice board
- A disciplinary procedure
- A procedure for the recruitment of those working with children (including disclosure checking)

 Y /  N

Please give the name and contact details of your club's designated child protection coordinator:

Postcode:
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Please provide copies of the documentation asked for above with your application or it will not be processed

**Please note that a minimum of 10% of all affiliated clubs / associations will be visited every year to check their compliance with the 2006 Accord for the Protection of Children in Scottish Sport.**

I confirm that the information given on this form is a true statement to the best of my knowledge.

Signed ..... Date .....

**IMPORTANT** – Please tick if the club does not wish the contact information to be made available on request to individuals and non-commercial agencies interested in sports participation.

**DATA PROTECTION ACT** – The information provided by you will be used only for the purpose stated. The information will not be disclosed to third parties In terms of the Data Protection Act 1988, you are entitled to know what personal information Perth & Kinross Council hold about you on payment of a £10 fee you can request a copy of this information. Photography: press and / or promotional photographs may be taken of activities provided by Perth and Kinross Council. It will be assumed that all those taking part can be included in these photographs unless notification to the contrary is made in writing or by email at the time of booking.

**CONTACT / RETURN DETAILS**

Sports Council Administrator, Perth & Kinross Sports Council, 79 Dunkeld Road,  
Perth, PH1 5DH Tel: 01738 472235

Email: [aliceyeung@pkc.gov.uk](mailto:aliceyeung@pkc.gov.uk)

**the 2006 Accord and Minimum Operating Requirements**

2006 Accord for the Protection of Children in Scottish Sport	Minimum Operating Requirements for Sports Clubs
<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>- We will have in place, or be directly associated with, a dedicated person, who is trained and aware of the issues and procedures necessary to deliver our child protection objectives.</li> <li>- We will have in place, or be directly associated with, at least one individual who is qualified to deliver child protection training to our staff and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>- A named contact for the co-ordination of child protection within the club (including a role description) who has attended recommended training</li> </ul>
<p><b>POLICIES</b></p> <ul style="list-style-type: none"> <li>- The protection of children is evidenced in our strategic planning and sports development agendas.</li> <li>- We will have in place a robust Child Protection Policy which sets out clearly our commitment to the safety and welfare of children, in and through sport.</li> <li>- We will take reasonable steps to raise awareness of and promote our Child Protection Policy to all our staff, volunteers, partners, members (if appropriate), parents and children.</li> <li>- We will have in place a Code of Conduct which sets out clearly the standards of behaviour expected from all our staff and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>- A Child Protection Policy which reflects national guidelines, adopted by the Board / Executive / Management Committee of the club</li> <li>- A Code of Conduct for working with children and young people</li> </ul>
<p><b>PROCEDURES AND PRACTICES</b></p> <p><b>1. Risk Assessment</b></p> <p>1.1 We will have undertaken an assessment of our capacity to protect children from risk and will have audited our current provision, procedures and capability.</p> <p>1.2 We will have introduced safeguards to manage avoidable risks.</p> <p>1.3 We will have undertaken regular reviews of risk and the effectiveness of safeguards.</p> <p><b>2. Communication</b></p> <p>2.1 We will make information available to parents and the general public about the role of our organisation/sport in protecting children.</p> <p>2.2 We will make information available to all personnel working or volunteering with children in our organisation/sport about what they should do if they are concerned about a child.</p>	<ul style="list-style-type: none"> <li>- A procedure for responding to concerns about the welfare or abuse of a child- within or out with sport</li> <li>- A disciplinary procedure for managing concerns and allegations of poor practice, misconduct and child abuse and includes provision for referrals to the Disqualified from Working with Children List</li> </ul>

<p><b>3. Recruitment and Selection</b> We will have robust recruitment and selection procedures in place to ensure that the suitability of any individual working or volunteering with children has been thoroughly and fairly assessed before they are appointed.</p> <p><b>4. Education and Training</b> 4.1 We will make available to children in our organisation and/or sport information about how to keep themselves safe in and through sport.</p> <p>4.2 We will make available to staff and volunteers information on, and where possible, access to appropriate levels of child protection training and information to help them.</p> <p><b>5. Monitoring, Evaluation and Review</b> We will have processes in place to ensure that our Child Protection Policy and related procedures are monitored and reviewed at regular intervals to ensure that they are effective, up-to-date and relevant.</p>	<p>- A procedure for the recruitment and selection of those who work with children and young people, including access to Disclosure Scotland checks</p> <p>- A variety of child protection training offered at appropriate levels for those working or volunteering with children and young people in sport</p> <p>- A procedure for reviewing the management of concerns about poor practice, misconduct and / or child abuse.</p>
<p><b>PARTICIPATION</b></p> <ul style="list-style-type: none"> <li>- We will have in place procedures to ensure that children are consulted, listened to and respected.</li> </ul>	<ul style="list-style-type: none"> <li>- A procedure for responding to concerns about the welfare or abuse of a child- within or out with sport</li> </ul>
<p><b>PARTNERSHIPS</b></p> <ul style="list-style-type: none"> <li>- We will work with our partners in sport and child protection to share information, knowledge, skills and expertise to protect children.</li> <li>- We will share information about our role and action to protect children in sport to our partners, stakeholder and members (as applicable), parents, children and local Child Protection Committees.</li> </ul>	<ul style="list-style-type: none"> <li>- A procedure for responding to concerns about the welfare or abuse of a child- within or out with sport</li> </ul>