

Surrey Clubs for Young People

21st Century Clubs for 21st Century Youth

Affiliation Form



1. Organisation Details

Organisation Name:
Registered Charity No:

Club Address:

Tel No:

Email Address:

Fax No:

Website:

2. Contact Names and Addresses

Chair:

CRB Checked?

Address:

Email Address:

Tel No:

Treasurer:

CRB Checked?

Address:

Email Address:

Tel No:

Club Leader or Worker:

CRB Checked?

Address:

Email Address:

Tel No:

Young Person's Contact:

CRB Checked?

Address:

Email Address:

Tel No:

Staff Management Figures

Full Time Paid		Part Time Paid		Voluntary		Management Committee	
Male	Female	Male	Female	Male	Female	Male	Female

3. Details of your Organisation

Tick the core areas of activity / interest below in which your organisation is involved:

<input type="checkbox"/>	Youth Club	<input type="checkbox"/>	Sports Recreation	<input type="checkbox"/>	IT/Web Design
<input type="checkbox"/>	Single Activity	<input type="checkbox"/>	Uniformed Groups	<input type="checkbox"/>	Training
<input type="checkbox"/>	After School Clubs	<input type="checkbox"/>	Single Gender Club	<input type="checkbox"/>	Gay/Lesbian
<input type="checkbox"/>	Youth Offending	<input type="checkbox"/>	Participation	<input type="checkbox"/>	Drug Misuse
<input type="checkbox"/>	Employment	<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>	Rural Youth Work Counselling
<input type="checkbox"/>	Special Needs	<input type="checkbox"/>	Area Youth Work	<input type="checkbox"/>	Youth Inclusion
<input type="checkbox"/>	Education	<input type="checkbox"/>	Music/Creative Media	<input type="checkbox"/>	Faith Based
<input type="checkbox"/>	Other: _____				

Needs Analysis

Are any of your members . . .

- Involved in offending behaviour?
- Caring for a relative?
- Identified as having special needs?

Ethnicity

Ethnicity	Male	Female	Total
White British			
White Irish			
White Other			
White/Black Caribbean			
White/Black African			
White Asian			
Indian			
Pakistan			
Bangladeshi			
Caribbean			
African			
Chinese			
Other			

Membership

Age Range	Male	Female	Total
7 to 10			
11 to 13			
14 to 16			
17 to 19			
19 to 25			
Total			

Opening Hours

What are your hours of opening and do you have targeted nights for particular groups?

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

4. Policies and Procedures

Recruitment and Employment of Staff

1. You must comply with the intent of the Criminal Justice and Court Services Act 2000, or equivalent legislation in Northern Ireland and Scotland, by following proper practices in recruiting and appointing employees (paid and voluntary).
2. From 1st April 2002 you must enquire into the background of all employees (paid and voluntary) who work with young people, before their appointments are confirmed. This may not always involve Disclosures, but they must always be considered and are highly recommended.

(For guidance on proper practices see the CYP safety Manual—ISBN 0-901-43-0)

Is your club governed by Constitution Memorandum, articles? (Please include a copy)	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If 'No' what governing document do you use		

Is your club linked or affiliated to any other youth organisations or local authority? (If 'Yes' please state):	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Does your club/group have an Equal Opportunities Policy?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Does the group have a Child Protection Policy? (please include a copy)	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Does the group have a parental consent policy which includes approval for the use of images for publicity?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Does your Child Protection Policy contain a requirement that all staff and volunteers are CRB checked?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Does the group have a Recruitment Policy for Volunteers?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Does the group have a Health and Safety policy and a First Aider?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

You must have Public Liability Insurance of at least £1,000,000 for your activities (although the recommendation of the CYP Trustees is £5,000,000). Please give details:-

Name of Insurer:

Amount of Public Liability Cover: £

Please get in touch with us if you do not have any of the above and we will help you get them in place!

5. Declaration

I confirm that the information given is correct to the best of my knowledge and request that my organisation be accepted into membership of Surrey Clubs for Young People and CYP.

Signed:
(applicant)

Organisation:

Date:

FOR COMPLETION BY THE CEO OF SURREY CLUBS FOR YOUNG PEOPLE

I confirm that this Club meets the conditions of affiliation of Surrey Clubs for Young People, and recommend the integrating of associate memberships.

Signed:

Name:

Date:

6. Membership benefits survey

To help us improve the activities, services and support we offer to you please take a couple more minutes to answer the questions below:

What do you see as the benefits of affiliating to Surrey Clubs for Young People and CYP nationally?

Which of the following would you like further information on? (please circle)

Senior Member Training	Sports Development	Accreditation
Keystone Awards	Development through Activity	Youth Participation
Insurance Service	Planning, monitoring and evaluation	Club Development
Funding Applications	SAP Packs	Media Resources

Other:

Do you have access to a minibus and drive? Yes No

How Many SCYP events have you attended in the last year?

How many CYP regional and/or national events have you attended in the last year?

Is there anything else that you wish to tell us about your organisation?

Checklist

Check form
Copy of constitution
Copy of Child Protection Policy
Insurance Details
Sign Declaration
Enclose cheque for £

Affiliation Fees

Statutory

- Full Time Clubs / Projects £70
- Part Time Clubs / Projects £55

Voluntary

- Full Time Clubs / Projects £65
- Part Time Clubs / Projects £50

You can now pay for up to 3 years and fix at these prices.

PLEASE COMPLETE, SIGN and RETURN THIS FORM TO:

Surrey Clubs for Young People, 7-9 Ormside Way, Redhill, RH1 2LW, Surrey RH4 1HJ