

# Affiliation and Application for Membership 2008/2010 Guidance Notes

These notes are devised to help you complete the Affiliation Form

## 1. Details

Complete this section with basic contact details of your organisation. You must include the main contact for all correspondence. Please use the Trustee address form to complete the addresses for all trustees, club workers and interested parties

## 2. A Brief Description of your Organisation

Complete this section with brief details of your organisation; including who your service is aimed at and what you are engaged in.

## 3. Core Areas of Work or Activity

Using the options please state the core area/areas of activity in which your organisation is involved

## 4. Details of your Organisation

This section can be drawn from your latest annual report or return. By identifying areas of activity that you are engaged in you will help us with service planning and we will be able to target our programmes to the areas of need.

Are any of your organisation's members registered disabled or have special educational needs? This will help us in our commitment to Equality of Opportunity and our obligations under the Disability Discrimination Act. It is important for us to monitor how accessible we are.

## 5. Ethnicity

We collect data regarding young people's ethnicity in order to monitor our membership profile. This will ensure that services accurately reflect our affiliated members' needs.

## 6. Ages

We would be grateful if you could complete this section as fully as possible. However we realise that you might not have all the data readily available.

## 7. Service Availability

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

## 8. Insurance

Affiliation to WSCC, WSCVYS and SCYP does not reduce or remove the organisation's responsibility for compliance with all legal, Health and Safety, Data Protection and other current statutory regulations. This includes holding the required cover for Public Liability insurance (normally £10m), Employer's Liability insurance (minimum £5m) and Professional Liability Insurance (if providing advice and guidance - minimum £2m)

You will need to detail what insurance level of cover you have and who your provider is.

## 9. Check List and Declaration

It is very important that you read this section carefully and sign the declaration. If for whatever reason you are unable to sign the declaration please contact your local constituent organisation for advice and help. If you do not have any of the policies and procedures in place, they will be able to help you.

Please note: All sections must be filled in accurately to the best of your knowledge in order to complete your membership