

Lambeth Council Sport and Recreation Sports facility concessionary registration scheme

April 2018 to 31 March 2019

Application form

Sports Concessionary Registration Scheme Application

Please Note: All information provided in this form (including personal) is for the purpose of registering and administrating the concessionary registration scheme.

1.0 SPORT USERS GROUP DETAILS

1.1 Please indicate the sport in which you are primarily undertaking by ticking the appropriate box.

- | | |
|-------------------------------------|--------------------------|
| Football | <input type="checkbox"/> |
| Netball | <input type="checkbox"/> |
| Tennis | <input type="checkbox"/> |
| Touch Rugby | <input type="checkbox"/> |
| Rugby League | <input type="checkbox"/> |
| Hockey | <input type="checkbox"/> |
| Other (Please Specify) _____ | <input type="checkbox"/> |

1.2 Please indicate the concessionary band which you are applying for eligibility under:

- | | |
|---|--------------------------|
| Not for profit sports club / accredited club mark club | <input type="checkbox"/> |
| Lambeth council directed or organised group | <input type="checkbox"/> |
| Friends of Group | <input type="checkbox"/> |
| A club predominately populated with under 16 year old participants (eligibility for free access) | <input type="checkbox"/> |
| Under represented user group (registered disability or over 60 years old) | <input type="checkbox"/> |
| School | <input type="checkbox"/> |
| Registered charity | <input type="checkbox"/> |

2.0 APPLICANT INFORMATION

2.1 Applicant details

Note: These are the details of the club or user group who is apply for eligibility under the concessionary registration scheme:

Name of Applicant Club/ Group: _____

Address: _____

Post code: _____

Telephone: _____ Email: _____

Mobile: _____ Website: _____

2.2 Organisation /Club contact details

Note: This is the authorised representative / individual who has completed this application and will act as the official correspondence contact on behalf of the club/user group in relation to the concessionary registration scheme

Full Name: _____

Position/Job title: _____

Mailing Address: _____

Telephone: _____ Email: _____

Mobile: _____

3.0 Concessionary Registration Scheme minimum criteria eligibility

To be considered for registration under this scheme, the criteria outlined in section 3 **must be fully completed.**

Evidence of the criteria must be shown when applying for eligibility of this scheme and copies of relevant documentation will be retained. All documentation must be up to date.

NOTE in the instance that eligibility of the scheme is granted, the club/organisation will be fully responsible for keeping all documents valid and up to date. Failure to keep documents valid and up to date will disqualify the club or group from membership of the scheme.

CRITERIA

In order to qualify for this scheme, the manager/coach will need to either have a valid DBS check **or** be registered with an appropriate National Governing Body. If the applying club do not have staff with valid DBS or registration/affiliation with a National Governing Body, this will need to be obtained before eligibility for the scheme can be granted.

How many managers or coaches are involved with this club?

3.1a Disclosure and Barring Service (DBS) **

Do all the managers and head coaches have a full DBS check?

- Yes Please provide the DBS numbers of your managers and/or coaching staff in order to be considered for eligibility of the scheme
- No Please go to question **3.1b**.

3.1b Club affiliation or registration with National Governing Body**

Is your club/group affiliated or registered with a sports National Governing Body? This may include membership, club registration minimum level accreditation for conducting sport?

- Yes Please attach proof of affiliation accreditation or registration with the appropriate National Governing Body.
- No Your club does not qualify for eligibility of the scheme at this time.

3.2 Insurance and Public Liability**

Does your club / group have public liability insurance (minimum £5,000,000)?

- Yes Please attach proof of public liability insurance (minimum £5,000,000) Your club does not qualify for eligibility of the scheme at this time.
- No

3.3 Existing Financial debts**

Does the club or any member of your organisation have any outstanding debts with sporting facilities within the London Borough of Lambeth?

- Yes Arrangements to clear all outstanding debts must be made before eligibility for this **scheme can** be considered. Please contact Lambeth Council to discuss this further.
- No Please go to section 4.

4.0 Application Support Information

Please complete the section that is most relevant to your eligibility:

Not for Profit Sports Club / Club Mark Club Complete 4.1
Lambeth Council organised group, School or Friends of Group Complete 4.2
Under 16's (eligibility for free access) Complete 4.3
Under represented user group (disability or over 60's) Complete 4.4
Registered charity organisation Complete 4.5

4.1 Not for Profit Clubs / Club Mark Clubs

If your club is an accredited club mark club or working to meet these competencies.

- Yes Please attach any additional copies of your clubs club mark status.
- No The club does not currently have any additional competencies.

Please go to section 5

4.2 Lambeth Council organised groups, school or friends of group

Please attach an official letter to request interest in the registered concessionary scheme. Please provide details of two liaisons officers who will be the main point of contact regarding bookings under the scheme.

Please go to section 5

4.3 Under 16's (eligibility for free access)

The club or group is and will need to be predominately populated (75%) with participants under 16 years of age.

CONCESSIONARY APPLICATION DECLARATION

I declare that the club/group is and will continue to be predominately populated (75%) with participants 16 years and under as indicated. All the details supplied in this application and in the attached documents are true and correct.

By signing this document, and If eligible for the concessionary rate, the management body agrees to ensure that the club/ group continues to be predominantly (75%) targeted participants only. In the instance that the club illustrates that it no longer meets these provisions, the club will no longer be eligible for the concessionary rate and will be liable to pay the full registered club / group rate.

Signature on behalf of the club/group: _____

Name: _____

Please go to section 5

4.4 Under represented user group (disability or over 60's)

The club or group is and will continue to be predominately populated (75%) with participants with a registered disability or are over 60 years of age.

CONCESSIONARY APPLICATION DECLARATION

I declare that the club/group is and will continue to be predominately populated (75%) with under-represented individuals as indicated. All the details supplied in this application and in the attached documents are true and correct.

By signing this document, and If eligible for the concessionary rate, the management body agrees to ensure that the club/ group continues to be predominantly (75%) under represented participants only. In the instance that the club illustrates that it no longer meets this criteria the club will no longer be eligible for the concessionary rate and will be liable to pay the full registered club / group rate.

Signature on behalf of the club/group: _____

Name: _____

Please go to section 5

4.5 Registered charity organisation

Please provide proof of your organisations charity registration number with the Charity Commission (www.charity-commission.gov.uk).

Please go to section 5

5. CHECK LIST AND DECLARATION

Please ensure that you have completed all mandatory areas and have attached all the relevant documents. Failure to provide all relevant documents will unduly delay this application process.

CHECK LIST

Please ensure to include a copy of the following with your application

- I have completed all areas as indicated

- Attachment 1: Full DBS check numbers and/ or evidence of National Governing Body affiliation / registration

- Attachment 2: Proof of public liability insurance up to £5,000,000.
- Attachment 3: Application support information for eligibility

APPLICATION DECLARATION

I declare that to the best of my knowledge and belief that all the details supplied in this application and in the attached documents are true and correct.

By signing this document, I have agreed to the “general conditions, terms, fees and charges” as outlined in the guidelines of the scheme.

Signature: _____

Name: _____

Sports club /group : _____

Position: _____

Date: / / 20 _____

6. LODGING APPLICATION AND ADMINISTRATION PROCESSING

APPLICATION LODGING

Once completed, applications can be emailed to:

Aminata Williams at: Lambeth.parks@gll.org

ADMINISTRATION PROCESSING

Assessment will take place within, and no longer than 10 working days, on receipt of this application. You will be contacted by an Officer from GLL who will inform you of your eligibility.

In the instance that you are eligible you will receive notification from GLL.

In the instance you are NOT eligible for registration of the concessionary registration scheme, you will also receive notification and be provided with a full explanation.