**Form A**

A

**Application for Annual Registration as a Governing Body of Sport / Multi-Sport Organisation.**

Please note that contact details for the President, Secretary and Welfare officer provided on this application will be made available to the public unless otherwise stated. We recommend that all recognised Governing Bodies of Sport adopt a central email address accessible to all executive committee members.

***Data Protection:  The information provided on this form will be used by the Gibraltar Sports & Leisure Authority conforming with the Data Protection Act.***

**Date of Application:**

|  |  |
| --- | --- |
| 1. **Name of Governing Body/Multi-Sport Organisation.**
 |  |
| 1. **Sport (or Sports involved in the case of Multi-Sports Organisation).**
 |  |
| 1. **Names, addresses, e-mail and telephone numbers of the following committee members.**

**(All Governing Bodies of Sport must have a nominated Safeguarding/Welfare Officer who are Tier 1 trained. Details will be available to the public unless otherwise stated).**  | **President:****Secretary:****Designated Safeguarding/Welfare officer:** |
| 1. **Names, positions, e-mail and telephone numbers of all other persons in the committee:**
 |  |
| 1. **Details of all Sub-Committees (If applicable).**
 |  |
| 1. **Date of last Annual General Meeting.**

**(Please provide a certified copy of the last AGM minutes approved at the meeting).**  |  |
| 1. **Please provide a list of all registered clubs affiliated to your association with contact names, e-mail and telephone numbers**
 | (If short of space please attach separate sheet) |
| 1. **Number of individual registered members of your association in each category. (Please define age groups).**

  | **(a) Juniors: Male: (c) Veterans: Male:**  **Female: Female:****(b) Seniors: Male: (d) Social:** **Female:**  |
| 1. **Club/Team/Association membership fees**

**(If applicable).** | **(a) Juniors: (c) Veterans:** **(b) Seniors: (d) Social:**  |
| 1. **Individual membership fees by categories**

**(If applicable).** | **(a) Juniors: (c) Veterans:** **(b) Seniors: (d) Social:** |
| 1. **Please provide details for any social media platforms associated with your association (i.e., Website, Facebook, Instagram, Twitter etc.)**
 |  |
| 1. **Please provide copy of your latest constitution and details of any amendments (if applicable) to the constitution as a separate file.**
 |  |
| 1. **Please provide details of public liability insurance for members.**

**If not applicable, please state whether members (association/clubs/teams) will be encouraged or assisted to provide public liability insurance.** |  |
| 1. **Please provide details/proof of membership to relevant International Governing Body of Sport. If not applicable please state whether it is the intention to seek membership in the future.**
 |  |
| 1. **Please give details of coaches within your sport noting levels and those who work with under 18’s.**

**All coaches working with children and young people must meet GSLA Safeguarding criteria.**  | (If short of space please attach separate sheet) |
| 1. **Please provide details of names, contacts, level and type of qualified Officials within your Sport.**
 | (If short of space please attach separate sheet) |
| **Financial Assistance****Estimate of financial assistance required for the next financial year (1st April to 31st March).** |
|  **Official International Competitions** |  |
| **Please provide the following information on your** **event (s):** * **Benefits of event.**
* **Details of who will be attending (athletes/officials).**
* **Breakdown of costs. (Including quotes).**
* **Travel costs.**
* **Accommodation costs.**
* **Competition fees.**
* **Insurance.**
* **Transportation or hire of equipment.**
* **Other (please specify).**
* **Overall amount of support requested.**
* **Details of how you will fund the whole amount.**
 | (If short of space, please attach separate sheet). |
| **Sports Development** |
| **Please provide the following information on your Sports Development project (s) :*** **Details of project (Including attendance at Congress of International Governing Body).**
* **Benefits of project.**
* **Details of who will be taking part in project.**
* **Breakdown of costs. (Including quotes).**
* **Tutor/official costs.**
* **Overall travel costs.**
* **Accommodation costs.**
* **Official expenses.**
* **Insurance.**
* **Transportation or hire of equipment.**
* **Other (please specify).**
* **Overall amount of support requested.**
* **Details of how you will fund the whole amount.**
 | (If short of space, please attach separate sheet). |

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| **Improvement to Facilities** |
| **Please provide the following information on your facility project (s).*** **Benefits of the project.**
* **Detailed breakdown of costs (Including quotes).**
* **Amount requested.**
 | (If short of space, please attach separate sheet). |
| **Bank Details** |
|  **Association Bank Details.****Please provide Bank details only if they have changed since your last submission.** **The Gibraltar Sports Advisory Council will only pay Governing Body bank accounts.** | **Bank:****Account Name:****Account Number:****Sort Code:** |

***NB: Please note that contact details for the President and Secretary provided in this application will be available to the public unless otherwise stated. We recommend all recognised Governing Body of Sport adopt a central email address accessible to all executive committee members.***

**Annual Registration Signatories**

**Signed……………………………………………… Name…………………………………...............**

**Position…………………………………………… Date…………………………………………………**

NB: Signatories must be senior Committee Members

**Annual Registration Conditions**

**The following information must be included in, or attached to your official application form:**

1. Evidence of holding the last Annual General Meeting together with a certified copy of the last AGM minutes approved at that meeting.
2. Details of any amendments to the constitution of Governing Body or Multi Sport Organisation since the last registration or a copy of the updated constitution.
3. A list of executive committee members, including the names, positions, email addresses and telephone numbers. Preferably President/Chairperson and Secretary. (Available to public unless otherwise stated).
4. A list of individual members/clubs/teams affiliated to the Governing Body of Sport (if applicable) or Sports Associations in the case of Multi Sports Organisations with contacts.
5. A list of qualified coaches, including levels within the Governing Body of Sport (not applicable for Multi-Sport Organisations).
6. A list of qualified officials, including levels within the Governing Body (Not applicable for Multi-Sport Organisations).
7. Completion of all relevant sections of the official annual registration Form A.
8. A copy of the last annual audited accounts available prior to registration.
9. Evidence of current membership to the International Governing Body of Sport.
10. A commitment that the association will meet the GSLA Safeguarding criteria when working with children and young people when working in HMGOG sporting facilities, including the submission of a safeguarding policy.
11. Outline bids for financial assistance including evidence of events or projects and approximated costs, including quotes that will be sought by the Governing Body or Multi Sport Organisation and its affiliated clubs or associations for the following financial year. **(It is imperative that this information is included to ensure competitive and development needs are built into budget requests.)**

**Please return completed application to:**

**Chief Executive Officer**

**Annual Registrations**

**Gibraltar Sports and Leisure Authority**

 **Bayside Sports Complex**

 **Bayside Road**

 **Gibraltar**

***NB: The Chief Executive Officer and Sports Development and Training Unit are available to give support and advice on the preparation of development projects and bids.***