



## Form A

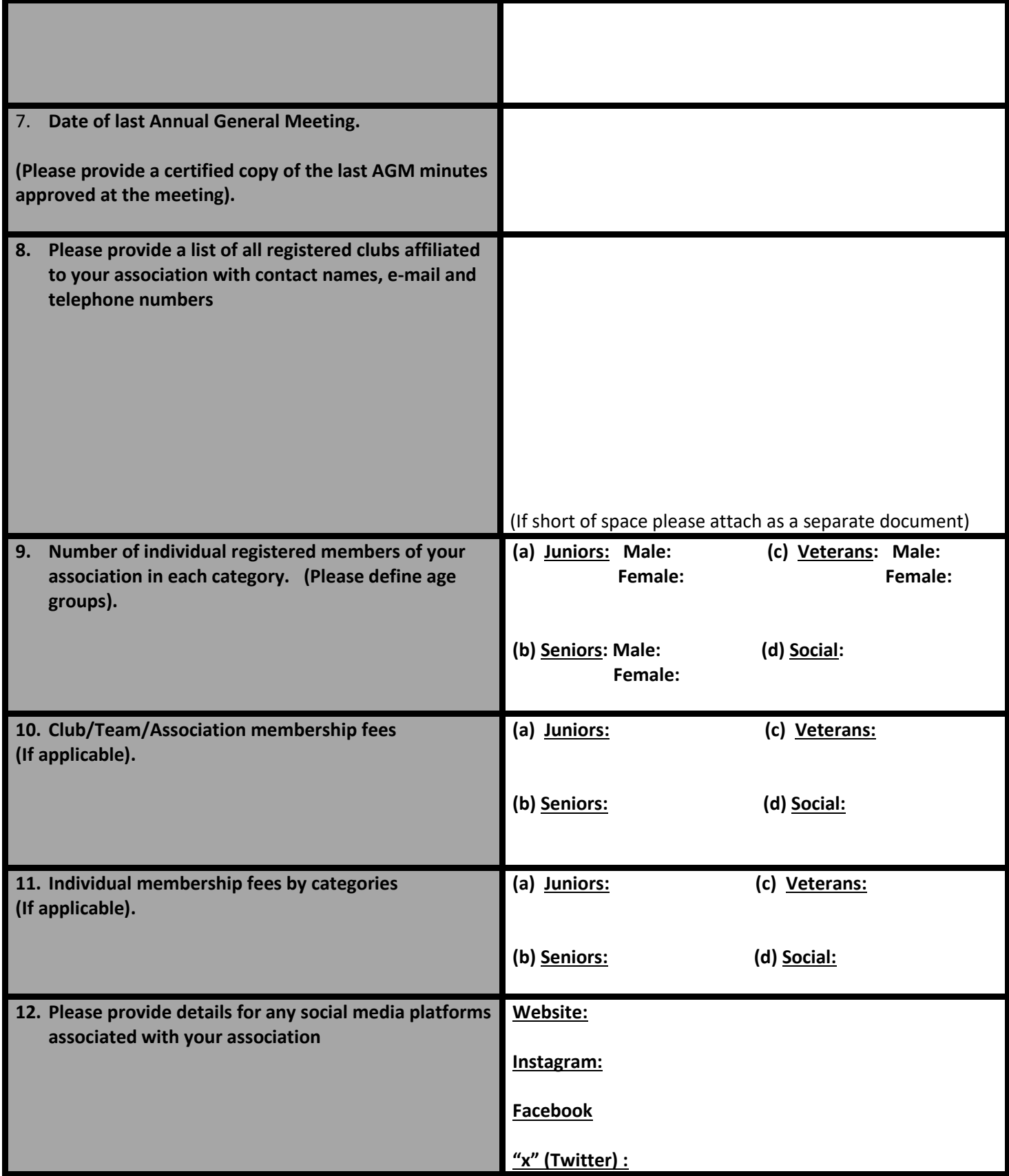
### Application for Annual Registration as a Governing Body of Sport / Multi-Sport Organisation.

**All information is required unless otherwise stated. Non submission of information will result in delays in processing the annual registration.**

*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.	
2. Sport (or Sports involved in the case of Multi-Sports Organisation).	
3. Governing Body Central Email Address:	
4. 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 <u>Tier 1 trained</u> . <u>Proof of a valid Tier 1 certificate is required</u> . Contact details will be available to the public unless otherwise stated).	<b>President:</b> Email: Telephone:  <b>Secretary:</b> Email: Telephone:  <b>Designated Safeguarding/Welfare officer:</b> Email: Telephone:
5. Names, positions, e-mail and telephone numbers of <u>all</u> other persons in the committee:	
6. Details of all Sub-Committees (If applicable).	





<b>13. Please attach a copy of your latest constitution and details of any amendments (if applicable) to the constitution as a separate file.</b>	
<b>14. Please attach a copy of the last annual audited accounts available prior to registration.</b>	
<b>15. Please provide details of public liability insurance for members.</b>  If not applicable, please state whether members (association/clubs/teams) will be encouraged or assisted to provide public liability insurance.	
<b>16. 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.</b>	
<b>17. Please give details of coaches within your sport noting qualification levels and highlighting those who work with under 18's.</b>  All coaches working with children and young people must meet GSLA Safeguarding criteria.	(If short of space please attach separate sheet)
<b>18. Please provide details of names, contacts, level and type of qualified Officials within your Sport.</b>	(If short of space please attach separate sheet)
<b>19. Please provide details of <u>all</u> youth (u18) training allocations within your sport as a separate document.</b>  The GSLA will be carrying out safeguarding spot checks to ensure all relevant coaches meet the GSLA Safeguarding Criteria.	



### Financial Assistance

Estimate of financial assistance required for the next financial year (1st April to 31st March).

#### Official International Competitions (for competitions organised by World/ European Federations)

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 (for all other competitions/events)

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).



### 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:

### Anti-Doping

The Gibraltar Sports & Leisure Authority has been recognised by the Gibraltar Government, the UNESCO Convention and W.A.D.A. (World Anti-Doping Agency) as the 'NADO' (National Anti-Doping Organisation) in Gibraltar.

By signing this form you are agreeing to adopt the rules and regulations of the Gibraltar Sports & Leisure Authority (as the NADO in Gibraltar) with regards to all anti-doping matters in relation to your sport.

Failures to do so will result in your Governing Body of Sport not being eligible for GSAC Financial Assistance.

**NB: Please note that contact details for the President, Secretary and welfare officer 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

Name.....

Signed.....

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:

- a. Evidence of holding the last Annual General Meeting together with a certified copy of the last AGM minutes approved at that meeting.
- b. A copy of the association's constitution which must be dated post 2018. Please forward updated constitutions whenever amendments are incorporated.
- c. A list of executive committee members, including the names, positions, email addresses and telephone numbers of President/Chairperson, Secretary and Safeguarding/Welfare officer. (Details will be made available to public unless otherwise stated).
- d. A list of clubs/teams affiliated to the Governing Body of Sport (if applicable) or Sports Associations in the case of Multi Sports Organisations with contacts.
- e. A list of qualified coaches, including qualification level stating if they are safeguarding trained and police vetted including levels within the Governing Body of Sport (not applicable for Multi-Sport Organisations).
- f. A list of qualified officials, including qualification levels within the Governing Body and if they are safeguarding trained and police vetted.
- g. Completion of all relevant sections of the official annual registration Form A.
- h. A copy of the last annual audited accounts available prior to registration.
- i. Evidence of current membership to the International Governing Body of Sport.
- j. A list of all coaching sessions for under 18's which must include details of the venue and time of the session.
- k. A commitment that the association will meet the GSLA Safeguarding criteria when working with children and young people, including updated safeguarding policy.
- l. 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 Training and Inclusion Unit are available to give support and advice on the preparation of development projects and bids.***