



# Club Membership

## Application Form

### Club Details:

Club Name:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-mail address:	
Web address:	
Social Media details: e.g. Facebook/ Twitter	

### Primary Contact:

Name:	
Club Designation: (e.g. Chair/ Member)	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-mail address:	

## Secondary Contact:

Name:	
Club Designation: (e.g. Chair/ Member)	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-mail address:	

If the Primary and Secondary contact are not your Chair or Treasure can you please provide their details too:

## Chair:

Name:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-mail address:	

## Treasurer:

Name:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-mail address:	

What is the main aim of your club?

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What are your membership figures?

Female Members \_\_\_\_\_

Male Members \_\_\_\_\_

Junior Members (U18s) \_\_\_\_\_

Adult Members \_\_\_\_\_

**Total Membership** \_\_\_\_\_

Has your organisation ever applied for an: - Awards for All Grant or Sportsmatch grant?

Yes / No\*

\*Please delete/ circle as appropriate

### Child Protection Officer:

Name:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-mail address:	
Please submit a copy of appropriate certificates	

### Health & Safety Officer:

Name:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-mail address:	
Please submit a copy of appropriate certificates	

Do you have children or vulnerable adults within your groups?

Yes / No\*

Do all the groups within your organisation have a child protection officer & Policy?

Yes / No\*

\*Please delete/ circle as appropriate

In addition to the previous information, we would be grateful for the following information. If you are unclear about the meaning of some of these details, please pass to the person in your organisation who usually looks after organisational and legal matters.

Thank you for your help.

1. Formal name of your organisation in Scotland

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2. What is the legal status of your organisation?

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E.g. Company limited by guarantee  
Company limited by shares  
Unincorporated association  
Branch of UK body which is one of the above.

3. Do you have a constitution covering your Scottish organisation?  
If so please provide a copy. Yes/No \*
4. Do you produce audited or certified accounts for your Scottish organisation and two signatories on the cheque book? Yes/No \*
5. Does your Scottish organisation hold an AGM every year? Yes/No \*
6. How many AGMs has your Scottish organisation held? \_\_\_\_\_
7. Do you approve your accounts at your AGM each year? Yes/No \*
8. Do you agree to sign up to all **horsescotland's** Plans and Policies? Yes/No \*

\* Please delete/ circle as appropriate

Please sign to confirm all the information you have provided is accurate:

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A full copy of **horsescotland's** Memorandum of Articles and Understanding can be found on **horsescotland's** website at [www.horsescotland.org](http://www.horsescotland.org)

## Membership Costs

<b>Club Membership</b>	
<b>No. of Registered Members</b>	<b>Fee</b>
5,000 and over	£450
2,000 to 4,999	£350
1,000 to 1,999	£300
100 to 999	£250
0 to 99	£85

## Member Benefits

- Access to **sportscotland** and Lottery Funding, and other public funding sources
- Guidance to affiliated organisations on how best to apply for Lottery funding from **sportscotland**
- Direct Interface with Scottish Government
- Access to a range of policies, e.g. equity, child protection, health and safety
- Access to the Protection of Vulnerable Groups Scheme Registration
- Advice and support helpline
- Programme support, e.g. Rider Development, Coach Development, Volunteer Development
- Scottish Equestrian Online Forum – network of information and sharing of best practice
- Promotion of Member Body activity and events on **horsescotland** website
- Access to UK Coaching Certificate Resources and Candidate Funding
- Access to **horsescotland** investment support
- Access to the Community amateur Sports Club status, which provides rate relief and tax benefits

## Club Membership Rules

Sports Club membership: Community Amateur Sports Clubs, or other similar organisations, who wish to subscribe to the objectives of the Association may on written application to the Board on such forms as may be supplied by the Association's Secretary be admitted as sports club members on such terms as the Board may from time to time determine as to subscription and other rights provided always that the company (**horsescotland**) will first seek to direct any such to an appropriate existing member body. Sports Club members shall not have any voting rights nor any liability for any liabilities of the Association.

Sports Club Membership shall be at the discretion of the Board who shall accept applications from Sports Clubs fulfilling the criteria outlined above. In addition the following criteria shall be met:-

- a) The club will have been in existence for a minimum of three years;
- b) It has a written constitution, which can be exhibited to the Board on request;
- c) It has held formal annual general meetings in each of the three years, at which audited or certified accounts have been presented and approved by its membership;
- d) It has an Equity Policy in place which it implements; or adopt **horsescotland's**;
- e) It has a Health and Safety Policy and can demonstrate that appropriate Risk Assessments have been carried out, with findings being implemented and enforced;
- f) It has a list of registered coaches/instructors who are used to provide quality instruction with a view to improving performance;
- g) It maintains Public Liability Insurance cover to cover relevant risks associated with the training of its members and in relation to club organised and run events;
- h) It has a Child Protection Officer with relevant training and who holds a current Child Protection Certificate and whose function includes responsibility for ensuring conformity with Protection of vulnerable Groups (PVG) Scotland requirements; it has a child protection policy or adopts **horsescotland's**;
- i) It holds a full register of all of its members, and will make available club statistics on membership to **horsescotland** and **sportscotland** for research purposes; and
- j) It has a Code of Practice in terms of which it ensures continuing financial and operational sustainability and accountability.

In applying to become a Sports Club Member, the club will be deemed to accept the Rules made and published under the authority granted in terms of the **horsescotland's** Articles of Association and, without prejudice to the foregoing generality, the Codes of Conduct, the Codes of Ethics, Rules as to Discipline and Disciplinary Procedures and the Anti-doping Programme Rules.

**Probationary membership:** notwithstanding the preceding specified criteria, the Board may accept any sports club which will be in a position to comply with the said criteria above as a probationary member until such time as the full sports club membership criteria are established to the satisfaction of the Board.

Further information on all the above mentioned policies and procedures can be found at [www.horsescotland.org](http://www.horsescotland.org) and you are able to adopt all relevant **horsescotland** policies

For any further help please contact **horsescotland's** office 01563 549802

Please send completed forms, cheque (made payable to **horsescotland**) and supporting documents (a copy of your Insurance, Child Protection and Health & Safety Officers Certificates and three years accounts if applicable)

**horsescotland** Office  
Titwood Farm  
Kilmaurs  
Ayrshire  
KA3 2PN

**horsescotland** is a Company Limited by Guarantee, Company Number 277875