

Essential Requirements Checklist for Clubs & Organisations

Here are some guidance notes to help you complete the application form for the Be Active Wales Fund. In each section, you will find a link to further information and guidance. A number of organisations are also listed who can provide further assistance.

Question in application form:	What does this mean & where can I find support?	Tick when completed
<p>Does your organisation have basic governance documents such as a constitution or articles of association?</p>	<p>A constitution (or articles of association) is a document that simply outlines the functions and the rules under which your organisation operates.</p> <p>If you don't have one, take a look at our club constitution templates, available to download here.</p>	<input type="checkbox"/>
<p>Does your organisation comply with all relevant legal and statutory obligations?</p>	<p>Organisations need a self-declaration in place stating that the organisation complies with all relevant legal and statutory obligations, including HR if there are employees.</p> <p>It is the organisation's responsibility to know which specific legal requirements are relevant. They might include:</p> <ul style="list-style-type: none"> • Sales of alcohol • Organising events • Statutory/ regulatory financial requirements • Health & Safety • The General Data Protection Regulation (GDPR) 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Licensing Laws • Betting and Gambling Legislation • For incorporated organisations – ensuring the relevant requirements are met • Charities – adherence to Charity Commission requirements <p>This list is not exhaustive. Legal obligations do change over time so make sure you are up to date. For more information, click here.</p> <p>There are organisations which can help further such as Get Legal and the Welsh Sports Association, which offers a range of services including free legal helplines as long as your national governing body is a member. You can check here.</p>	
<p>Does your organisation have appropriate insurance in place?</p>	<p>The organisation must have appropriate insurance arrangements in order that it can protect its resources and people.</p> <p>For more information, click here.</p> <p>If you don't have up to date insurance cover, get in touch with your National Governing Body (NGB) or umbrella body. It may be that affiliation provides adequate cover.</p> <p>The Welsh Sports Association can also help you find the best deal.</p>	<input type="checkbox"/>
<p>Does your organisation have an equality policy?</p>	<p>For more information and a sample equal opportunities policy, click here.</p> <p>The WCVA also has an example Equal Opportunities policy available on their website.</p> <p>Your committee will need to agree the policy and your organisation will need to support this with a public commitment (for example, on your website or Facebook page).</p>	<input type="checkbox"/>

	By March 2022, you need to meet the Sport Wales Gender Parity Policy & / or has an agreed action plan leading to a board achieving gender parity. Gender parity is at least 40% women or men.	
Does your organisation have a safeguarding policy?	<p>Safeguarding is what we do to help keep children and adults at risk safe. A Safeguarding Policy outlines what procedures you have in place. The policy needs to be supported by a public commitment (for example, on your website or Facebook page).</p> <p>Take a look at our safeguarding pages for further help..</p> <p>You can find a safeguarding policy template on the Welsh Sports Association website.</p> <p>The WCVA can also provide information, guidance and one-to-one help.</p>	<input type="checkbox"/>
Do you have a bank account in the name of your organisation?	<p>An organisation must have a bank account in the name of the organisation.</p> <p>Find out more about complying with finance regulations here.</p> <p>Club Solutions is also running free, online workshops on 'How to manage your club's money'. Find more information and register here.</p>	<input type="checkbox"/>
What is meant by Recognition & High-Risk sports?		
Recognition	Recognition means that an activity is recognised officially as a sport by UK Sport, sportscotland, Sport England, Sport Wales and Sport Northern Ireland.	

	<p>For sports and national governing bodies to be officially recognised in the UK, they must be approved through a formal application process.</p> <p>For more information and a list of sports currently recognised by the Sport Councils in the UK, please click here.</p>
High Risk sports	<p>There are some sports that are deemed high risk.</p> <p>If your organisation participates in a high-risk sport, you will only be eligible for Sport Wales funding if you are affiliated to the recognised governing body.</p> <p>This policy is in place because affiliation to a recognised governing body should ensure that all risks have been assessed and minimised with appropriate insurance and correct governance procedures in place.</p> <p>For a list of high risk sports, click here.</p>

I need some help with the form. Who can help me?

Local Authorities – Each local authority has officers that are responsible for sport, culture and leisure. They will be able to provide guidance if you are finding the application process difficult. If you cannot find the department you need on the council's website, call the switchboard and ask to speak to a sports development officer.

National Governing Bodies (NGBs) - These organisations administer and govern sport at a UK or Wales level. If you are finding any part of the application process difficult, do reach out to your NGB who can help you. A list of NGBs can be found [here](#).

Wales Council for Voluntary Action (WCVA) - is the national membership body for all voluntary organisations in Wales, including sport. It has a wide range of helpful information on its website. If your organisation operates in a specific local authority area, you can also access direct support from your local County Voluntary Council (CVC). You can find a list of CVCs [here](#).

The Welsh Sports Association (WSA) - is the independent umbrella body which supports and represents the sport sector in Wales.

It provides a wide range of business support services including HR, financial and legal helplines. A wide range of governance document templates can be downloaded from its website and they also offer training. If you are affiliated to a National Governing Body that is a member of the WSA, [you can access these benefits for free](#).

BME Sport Cymru - helps increase BAME participation in Welsh sport by supporting organisations to work with minority ethnic communities. BME Sport Cymru is an initiative designed to make it easier for BAME communities to engage with sport in Wales. The project is funded by Sport Wales and is led by WCVA. Click [here](#).

Disability Sport Wales – helps to create a more inclusive sports sector and provides resources and training to a number of organisations. [Click here](#).

LGB&T Sport Cymru – is a voluntary organisation which coordinates and administers a growing LGB&T Sport Network. [Click here](#).

Sported – a charity that exists to help the inspirational people who are working every day to improve the lives of young people and tackle the problems that matter in their local community. Organisations that help to transform the lives of young people

facing disadvantage or marginalisation can access free membership. Membership benefits include tailored legal and insurance advice. [Click here.](#)

StreetGames - StreetGames harnesses the power of sport to create positive change in the lives of disadvantaged young people right across the UK. StreetGames' work helps to make young people and their communities healthier, safer and more successful. [Click here.](#)

Outdoor Partnership – works to improve opportunities for more people in Wales to achieve their potential through outdoor activities. Membership benefits include guidance in structures, governance and inclusivity. [Click here.](#)

Urdd Gobaith Cymru – is the largest youth organisation in Wales and works with a number of partner organisations to increase the number of opportunities for children to enjoy sport through the medium of Welsh. [Click here.](#)