

BRONZE AWARD CHECKLIST

ITEM	TICK IF SUBMITTED	OFFICIAL USE
Constitution		
Recent Bank Statement		
Evidence of Affiliation		
Evidence of insurance cover		
Membership Forms		
First Aid Qualifications (optional)		
Emergency Procedures		
Child Protection Policy		
Coach Details		



RETURN TO: ACE AWARDS, SPORTS & COUNTRYSIDE SERVICES
THE YARD, QUEENSWELL ROAD, FORFAR, DD8 3JA



ACE
Awards
Application

Angus Club Excellence Awards
APPLICATION FORM – Please complete in block capitals

BRONZE AWARD

Club Name:

Sport:

Contact Name:

Position in Club:

Contact address:
 Post Code

Telephone No:

Home		Work	
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Email address:

1. Your club must have an up-to-date constitution. Please enclose a copy of your constitution.
2. Your club must have a committee structure that meets regularly (at least once a quarter). Please list the names and titles of office bearers in your club, use additional sheet if necessary.

<i>e.g. Chairperson</i>	<i>John Smith</i>

Please list the dates of your last 3 committee meetings:

3. Please give the date of your last Annual General Meeting:

4. Name of Club Account:
 (Please provide a copy of a recent bank statement)

Number of signatures needed to operate the account:

5. Name of National Governing Body or Sports Council

 (Please provide evidence of affiliation)

6. Your club activities must be covered by insurance. Please provide a copy of your current insurance cover.

7. Your club must keep club membership records. Please provide a copy of the membership forms used.

8. You should have a first aider present at the club sessions. Please provide evidence of first aid qualifications.

9. Your club must have accident/emergency procedures in place. Please provide a copy of the club procedures.

10. Your club must have a current child protection policy. Please enclose a copy.

11. Please provide details of your club coaches, so that their registration to the Angus Coaches Complimentary Entry Support Scheme can be confirmed.

DECLARATION

I hereby state that to the best of my knowledge the information contained in this questionnaire is complete and accurate.

Name _____	Name _____
Signed _____	Signed _____
Position _____	Position _____
Date _____	Date _____