

# Community Sports Team – Audit of Activity

Hammersmith & Fulham Community Sports Team is leading on producing and maintaining an online Sports clubs & services directory. It will contain contact details of local sports clubs and information on the activities/programmes they offer.

We are looking for information on sport and leisure activities, sports advocacy programmes, holiday schemes by clubs and organisations that are based in the borough or use borough facilities.

To tell us about your service/organisation, and to have a free listing in the LBHF Community Sports directory please complete this form and return in the post to Community Sports Team, Room 39, Hammersmith Town Hall, King Street, London, W6 9JU. Please make sure that you have signed the form to show that you have read and understood the data protection statement at the end.

If you would prefer to complete this over the phone, or have any questions please call Paul Smith of the Community Sports Team on 020 8753 3226.

## Section 1. Contact Details

Details which will be made available to the public

Organisation name			
Org/Club Address			
Postcode			
Telephone number(s)			
Club/Org email			
Club/Org website			
Main club contact (for enquiries)	Out of hours contact:		
Sector (please ✓ )	Private	<input type="checkbox"/>	Voluntary
	School	<input type="checkbox"/>	Other (please state)
	Local Authority	<input type="checkbox"/>	

## Section 2. Description of Services

Description of services/activities offered				
Age range	Minimum age	yrs	Maximum age	yrs

Capacity (of session/activity/club)	Number in Total <input type="text"/>	Currently Recruiting (circle as appropriate)	YES	NO
Eligibility criteria for club (if any)				
Area covered  (please ✓)	All borough		Shepherds Bush	
	East Acton		West Kensington	
	Fulham		Other (please state)	
	Hammersmith			
Cost of activity/session/service (please give full details)				
Delivery Hours		Open from:	Open until:	
	Monday:			
	Tuesday:			
	Wednesday:			
	Thursday:			
	Friday:			
	Saturday:			
	Sunday:			
	<b>Other:</b> (i.e. open all year round, school holidays only etc)			
Date club/organisation established				
Languages spoken by staff				
Disabled access	(please ✓ as appropriate)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Service for Sight/hearing impaired	(please ✓ as appropriate)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Transport routes (please include nearest station and bus routes)				
Is on street parking available?	(please ✓ as appropriate)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Does your organisation/club hold a quality assurance award or Governing Body Accreditation?  (For example: FA Charter Standard, Swim21)	Name:  Date awarded:  Further Info:			

<b>CLUB RECOGNITION</b>	Clubmark is a quality assurance accreditation which shows that a sports club has attained good practice in; - managing the club, - safeguarding children, - providing good equality and ethics		
Would your club be interested in attaining Clubmark accreditation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Want to know more (tick) <input type="checkbox"/>
Does your club have a constitution and if so is it readily accessible along with club records (of memberships, coach qualifications, accounts etc.)	Constitution (circle as appropriate)	YES	NO
	Records: Memberships	YES	NO
	Coach Qualifications	YES	NO
	Accounts	YES	NO
Does your club utilise volunteers in its activities/operations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How many <input type="checkbox"/>
Would your club be willing to take on and utilise volunteers referred from the CST or other local volunteer agencies.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How many <input type="checkbox"/>
Is your club interested in receiving information/newsletter on sports grants (NGB, LA Small grants etc)			
Briefly describe what existing grants you receive and your main source of funding.			
Please give details of any of the following you are involved in.	Competitions: Leagues: Player Pathways (Elite/Professional Squad selection):		
Is your club in a position to support the CST in recruiting competitors for the London Youth Games squads (with trials, coaches / players)			
In what way do you feel the CST can improve links between local sports clubs and the local authority.			

In what aspect of your activities / services do you feel the CST could be of assistance/benefit to your club.		
Would you or another representative from your club be interested in attending regular meetings as part of a local club forum.		
Name of contact		
Position/job title		
Contact Address		
Telephone Number		
Contact Email		
How would you like to update your information in the future (please tick)	Email	
	Phone	
	Hardcopy	
<b>Section 5. Safeguarding children, young people and families</b> Please complete as fully as possible.		
Do all staff and volunteers have a current enhanced Criminal Records Bureau (CRB) check?	(please ✓ as appropriate )      YES <input type="checkbox"/> NO <input type="checkbox"/>  Please state number of staff: <input style="width: 50px;" type="text"/>	
Do you have public liability insurance?	(please ✓ as appropriate )      YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have a child protection policy or procedure?	(please ✓ as appropriate )      YES <input type="checkbox"/> NO <input type="checkbox"/>	

## Section 6. Permissions

Please sign and date to show that you have read and understood the Data Protection disclaimer and the way in which the information you have provided will be used by Hammersmith & Fulham council. If you have any questions please contact Chris Bunting, Community Sports Team Manager on 020 8753 2045 or email [chris.bunting@lbhf.gov.uk](mailto:chris.bunting@lbhf.gov.uk)

The Community Sports Team will produce the Sports Directory that will help promote your activities and services by making your information available to the public in the following ways:

- **Telephone** - people who ring us for information are given contact details
- **Post/Fax/E-mail** - printed lists of sports clubs/providers are posted/faxed or e-mailed in response to enquiries
- **Face-to-face** - printed lists are given to anyone that visits our offices
- **Internet** - Information is shared with other local authorities and made available to the public through DirectGov ([www.direct.gov.uk](http://www.direct.gov.uk)), Hammersmith & Fulham Council website ([www.lbhf.gov.uk](http://www.lbhf.gov.uk)) and other authorised web sites. Information available via the internet may be accessed by people in countries and territories outside the European Union (EU) which may operate different levels of data protection than apply in the United Kingdom

**Data Protection:** The information you have provided will be stored on a council maintained database, and published on the council WebPages, Department for Children Schools and Families funded WebPages and other formats as previously listed. All information is held in accordance with the Data Protection Act 1998. In order to benefit you as a professional your information may also be passed on to Hammersmith & Fulham partners, to be used in regulated mailings and listings to inform you of training opportunities and other benefits. As a general policy the council never knowingly supply information which would be used for commercial sales or marketing.

**Declaration:** I have read the information provided above and agree for my details to be made available to the public.

<b>NAME (print)</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

**Thank you for taking the time to complete this form. Where an email address has been supplied, when the directory is ready to go live, we will email you the website address so that you can check your organisations details.**