



# British Crown Green Bowling Association

## 2018 Club Registration Form Notes

### Club Worksheet

<b>Primary County Affiliation (blue):</b>	The name of the County Association to which your Club is Primary Affiliated.
<b>County Membership Number (blue):</b>	The BCGBA Membership Number for the County Association to which your Club is Primary Affiliated.
<b>Date (pink):</b>	The date on which you completed the Club Registration Form.
<b>No of Members (pale blue):</b>	The number of Club Members as listed on the Members worksheet.
<b>Club Name (pale blue):</b>	The full name of the Club.
<b>Club Membership Number (pale blue):</b>	The BCGBA Membership Number for the Club.
<b>Address of Venue/Green (green):</b>	The full address for the venue where the club plays.
<b>Venue Post Code (green):</b>	The post code for the venue where the Club plays (or the postcode for the building nearest to the venue entrance)
<b>Club Telephone (green):</b>	The telephone number for the Club if it has one.
<b>Club Email (green):</b>	The email address for the Club if it has one.
<b>Secretary's Name (yellow):</b>	The full name of the Club Secretary.
<b>Address (yellow):</b>	The full address for the Club Secretary.
<b>Post Code (yellow):</b>	The post code for the Club Secretary.
<b>Telephone (yellow):</b>	The telephone number for the Club Secretary either landline or mobile.
<b>Email (yellow):</b>	The e-mail address for the Club Secretary or if the Club Secretary does not have an email address the email address of one of the Club Members who is willing to act as an electronic post box for the Club.
<b>Safeguarding Officer Name (lilac):</b>	The name of the Safeguarding Officer for your Club.
<b>DBS Certificate Number:</b>	The Certificate Number on the DBS Certificate for your Safeguarding Officer.

- Dated (lilac):** The date on the DBS Certificate for your Safeguarding Officer.
- Secondary County Affiliation (blue):** List all County Associations to which your Club Secondary Affiliates.
- County Membership Number (blue):** The BCGBA Membership Number for all the County Association(s) to which your Club is Secondary Affiliated.

**Insurance Details - Public Liability (grey)**

- Issuer of Policy:** The name of the Insurance Company that the Club insures with.
- Policy Reference No:** The Public Liability Insurance Policy Number.
- Period of Cover:** The period that the policy covers as stated on the Certificate of Insurance.

**Members Worksheet**

This worksheet, once completed, can be used each year and just be amended as indicated below. This should eliminate the need to complete a new form every year.

- Club Name (pale blue):** The full name of the Club.
- Club Number (pale blue):** The BCGBA Membership Number for the Club.
- Number (green):** The BCGBA Membership Number for each player. The letters in the first column and the numbers in the second column.
- Member Surname (green):** The surname for each of the Club Members.
- Forename (green):** The forename(s) for each of the Club Members.
- Date of Birth (green):** The full date of birth is required but if unavailable the **year of birth as a minimum must be entered.**
- M/F (green):** The gender of the Club Member must be entered.
- Coach~ (yellow):** If the member is a coach the level they have attained (ie L1, L2 or L3)
- Ref^ (yellow):** If the member is a referee please insert 'Y' in the column (The member must be a qualified fully paid up member of BCGRS)
- Y/N (orange):** This column does not need to be completed the first year that the form is used. It should be completed in subsequent years to show whether the person listed is still a Club Member.
- R\* (orange):** If 'N' has been entered in the previous column then this indicates that this person is no longer a member and a reason should be given as indicated on the form.

**The following year all new members should be added to the bottom of the existing list of members.**