

# **SPORTS & LEISURE SERVICES**

## **Harrow Sports and Physical Activity Club Directory**

Harrow's Sports & Leisure Service is compiling a Sports and Physical Activity Club Directory, which will be displayed on the Council's website. It is expected that this Directory will allow people to find out what opportunities for playing sport exist in the Borough of Harrow and encourage more people to join Sports Clubs. Inclusion within the Directory is FREE of charge.

The information received from the sports club audit in November 2003 will be used in conjunction with this questionnaire. All that we request is that you take five minutes to complete and return the following questionnaire in the attached envelope. The Directory will give details about; where and when the clubs train, what age groups are catered for, who to contact for more details and whether the club offers coaching or opportunities for matches and competition.

Each sports club is required to meet minimum criteria to be eligible for entry on the directory. If your club does not yet meet the criteria the Sport and Leisure service will provide future support to your club to enable you to gain entry onto the directory.

The questionnaire is in three parts:

**Part One – Information required for the Harrow Sports and Physical Activity Club Directory**

**Part Two – Information that is helpful to Harrow's Sports Service and Harrow Sports Council. This information will not be published in the Directory.**

**Part Three – Data Protection Statement.**

As part of the Data Protection Act I have to inform you that the information you provide in part one will be published and available to the general public in a directory and on the Council's Website. Please remember to sign the Data Protection statement at the end of this questionnaire. Failure to do so will mean that we cannot include the information about your Sports Club within the Directory.

**If you would like to have the opportunity for your club's details to be published FREE of charge in the Harrow Sports and Physical Activity Club Directory, please complete the questionnaire and return it to:**

Trina Taylor  
Sports & Leisure Strategist,  
Civic Centre

or e-mail the questionnaire to [Trina.Taylor@Harrow.gov.uk](mailto:Trina.Taylor@Harrow.gov.uk)  
or fax the questionnaire to Sport and Leisure on 0208 420 9273

# HARROW SPORTS CLUB and PHYSICAL ACTIVITY DIRECTORY QUESTIONNAIRE

## Part One – Information Required For Entry Into The Harrow Sports and Physical Activity Club Directory

Please tick the corresponding boxes if you **DO NOT** want the personal information displayed to the general public and/or Harrow Sports Council. The information will then only be used by the Council's Sports Service to contact you in the future.

**Main Sport:** \_\_\_\_\_

**Name of Club:** \_\_\_\_\_

### Club Contact Details

Contact Name: \_\_\_\_\_

Position within the Club: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Tel: No: Day \_\_\_\_\_

Eve \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail Address: \_\_\_\_\_

General Public

Harrow Sports Council











### Information about the Club

Club Venue: \_\_\_\_\_

(Please detail all if more than one)

Club Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Venue Ownership - *Please tick the relevant answer.*

Council owned facilities without a lease .....

Council owned facilities with a lease .....

Rented private facilities .....

Privately Owned by the club .....

Other \_\_\_\_\_ (please specify)

**Please circle relevant answers.**

Are there Car Parking facilities available?      Yes      No  
Does Your Club Have a Website?      Yes      No  
If 'Yes', what is the web site address? \_\_\_\_\_  
Can new members just turn up and join in?      Yes      No  
Do new members have to phone before turning up to the first session?      Yes      No

**When does your club meet?**

Day & Time	Day & Time

Months of the year: \_\_\_\_\_

Costs: \_\_\_\_\_

(Membership / Subs)

Are All Standards Welcome?      Yes      No \_\_\_\_\_

Is coaching available for?      Beginners      Intermediates      Advanced

**Who Your Club Caters For**

**Adults:**      **Men:** Yes      No      **Women:**      Yes      No

**Children:**      **Boys:** Yes      No      **Girls:**      Yes      No

Does your club have a section specifically for Juniors?      Yes      No

What age group of 'juniors' does your club cater for? \_\_\_\_\_

Does your club offer opportunities for disabled people?      Yes      No

Does your club offer the opportunity for competition?      Yes      No

Please give any additional information about your Club which will encourage new members and may be included in the Directory: \_\_\_\_\_

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**PART TWO – Information that is helpful to the Sports Development Team and Harrow Council but will not be published as part of the Directory.**

**1 Club Membership**

To give us an idea of the size of your club, please estimate the number of current members.

Men: \_\_\_\_\_ Women: \_\_\_\_\_ Boys: \_\_\_\_\_ Girls: \_\_\_\_\_

Do you have any adults who are disabled?

Yes  No  How many? \_\_\_\_\_

Do you have any 'juniors' who are disabled?

Yes  No  How many? \_\_\_\_\_

**2. Club Structure**

Is your club a member of your National Governing Body of Sport? Yes  No

If 'Yes', what is your affiliation Number? \_\_\_\_\_

Is the Club a Registered Charity? Yes  No

If 'Yes', please write your Charity Registration Number: \_\_\_\_\_

Does your Club have a constitution? Yes  No

Does your Club have a Child Protection Policy? Yes  No

Does your Club have an Equal Opportunities Policy? Yes  No

Does your Club have a Health and Safety Policy? Yes  No

*If you have answered yes to the immediate four questions above, could you please attach copies of the documents to this questionnaire?*

**3. Club Coaches, Officials And Administrators**

How many coaches does your Club have? \_\_\_\_\_

How many of your coaches hold an up-to-date National Governing Body coaching qualification? \_\_\_\_\_

Do you check and file qualification certificates from your coaches? Yes  No

Are your coaches Criminal Record Bureau checked? Yes  No

(formerly known as 'police checks')

How many qualified 'officials' (judges/referees etc) does your club have? \_\_\_\_\_

How many volunteers are involved in 'running' your club? \_\_\_\_\_

Has your Club received any external funding / grants in the last three years?

Yes  No

If 'Yes' from which organisations? \_\_\_\_\_

#### 4. **Membership Data**

Please give details on the breakdown of the members of the Club as requested below: -

Gender, ethnic group and age.

If you do not collect such information, please provide broad indicators in the shaded boxes.

	Age Groups							Gender		
	U- 5	5-9	10-14	15-19	20-29	30-39	50-64	65+	Male	Female
White										
Mixed										
<b>White Total</b>										
Indian										
Bangladeshi										
Other Asian										
<b>Asian Total</b>										
Black or Black British										
Other Black										
<b>Black Total</b>										
Chinese or Other Ethnic Group										
<b>Other Total</b>										
<b>TOTAL</b>										

**5. Club Development**

Please prioritise the following issues (*1 being the highest priority*), which prevents your club from further developing.

- Facilities for training
- Quality of facilities
- Qualified coaches
- Volunteers
- Knowledge about different funding options
- Other \_\_\_\_\_ (*Please specify*)

Is your club a member of the Harrow Sports Council?

Yes  No

Please describe any future plans you have for new sports facilities or ancillary facilities for your club?

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**Questionnaire to be completed and signed by an authorised signatory:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART THREE – Data Protection Statement**

### **DATA PROTECTION**

As part of the data protection act I have to inform you that the information you have provided in Part One will be published and will be available on the Councils website for use by the general public and given to the public who contact Sports Services seeking information about Sports opportunities.

The information will be used to assist the council in its implementation of the sports strategy and service delivery and will be stored by Sports Services on their database.

**COULD YOU PLEASE READ AND SIGN THE STATEMENT BELOW:**

**I, Mr / Mrs / Miss / Ms \_\_\_\_\_ hereby give the Sports Service of the London Borough of Harrow permission to publish the details I have provided on this document in their Sports and Physical Activity Directory.**

**CLUB NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

***Thank you for taking the time to complete this questionnaire.***