



www.leinsterhockey.ie

LHA Club Application Form

This form must be completed and submitted to the Board of the Leinster Hockey Association for consideration and approval before any new Hockey Club is established within the jurisdiction of the Association. When reviewing applications, the Board will consider the following

1. Are there enough potential members?
2. Are there enough volunteers to run the club?
3. Is there another club in the area already meeting the needs for such a club?
4. Club sustainability?

Please complete the following and return to the Administrator with copies of relevant documentation. The Board will review the application and may request further information.

Please complete using **BLOCK** capitals

<p>Proposed Club Name</p> <p>A club name is required to draw up formal documents and to open a Bank Account</p>	
<p>Reason for setting up a new Club?</p> <p>Please include information on potential number of players & coaches, aims of the club and 3-5 year plan. Will the club cater for boys/girls/males/females? What competitions do the club hope to participate in? School/Club links?</p>	
<p>Proposed Colours? Home & Away (Tops, Shorts/Skorts, Socks)</p>	
<p>Proposed Home Venue?</p>	
<p>What are the terms/period of your lease agreement for the Grounds?</p>	<p>Please attach a copy of the agreement.</p>
<p>Club Constitution - The club constitution is a written document that states the rules and structures that govern the club. It outlines the functions of the club and the procedures for membership, meetings and committees</p>	<p>Please attach a copy of the Club Constitution.</p>
<p>Insurance information</p> <p>Per the LHA Bye Laws all clubs are required to have Public Liability Cover of €6.5 million.</p>	<p>Please confirm that the Club (if approved) will put in place adequate insurance per the LHA Bye Laws. Proof of Public Liability Insurance is required on an annual basis. For new clubs, proof of insurance must be provided within 21 days of the Board approving a new club application.</p>
<p>Club Finances</p>	<p>Please attach a copy of the financial projections for Year 1 & 2 to include Fee Income/Expenditure, other income/expenditure, insurance, pitch hire, equipment etc.,</p>

Directors: Crozier Deane (President), John Flannery (Hon Secretary), Amy Armstrong (Treasurer), Sarah Finnegan, Donal Doyle, Ann Ronan, David McNerney, Julie Watchorn

Company Number: 494310

Club Officials

A club needs a number of officials to run the club. The minimum requirement is a Chair, Secretary, Treasurer, Children’s Liaison Officer, Designated Person. Please advise the names of these (and if appropriate other) officers and their contact details:

Chairperson (Name)	
Chairperson (Email)	
Chairperson (Mobile)	
Chairperson (Alt Number)	
Secretary (Name)	
Secretary (Email)	
Secretary (Mobile)	
Secretary (Alt Number)	
Treasurer (Name)	
Treasurer (Email)	
Treasurer (Mobile)	
Treasurer (Alt Number)	
Children’s Officer (Name)	
Children’s Officer Safeguarding Cert NO:	
Children’s Officer (Email)	
Children’s Officer (Mobile)	
Children’s Officer (Alt Number)	
Designated Person (Name)	
Designated Person Safeguarding Cert NO:	
Designated Person (Email)	
Designated Person (Mobile)	
Designated Person (Alt Number)	
Other Officers :	

Governance

All clubs must abide by the governance structures as set out in the Leinster Hockey Association & Hockey Ireland Bye Laws. Please confirm that if the club application is approved by the LHA Board that the club will agree to abide by the LHA & HI Bye Laws? YES/NO

Code of Conduct

All Clubs and Schools affiliated to the Leinster Hockey Association are required to abide by the LHA Code of Conduct. Please confirm that if this club application is approved by the Board that the club will abide by the LHA Code of Conduct? YES/NO

Each Club is required to have their own Code of Conduct. Please confirm that if this club application is approved by the LHA Board that the club will adopt a Code of Conduct before it's launch? YES/NO

All Clubs and Schools are required to submit their annual fees (as agreed at the LHA AGM) by 31st October. Please confirm that if this club application is approved by the LHA Board that fees will be submitted YES/NO

Player Welfare

All Clubs and Schools are required to abide by the LHA Player Welfare Policy. Please confirm that if this club application is approved by the LHA Board that the club will conform with this policy YES/NO

Garda Vetting

All clubs are required to comply with legislation regarding the recruitment and retention of personnel who work with Young Players. Please confirm that if this club application is approved by the LHA Board that personnel who work with Young Players will be properly vetted YES/NO

Note information on Code of Conduct, Player Welfare and Safeguarding is available on the Leinster Hockey website (www.leinsterhockey.ie) or from the LHA Administrator.

Please complete this form and attach relevant documents to : LHA Administrator, Leinster Hockey Association, c/o 28 Charlestown Avenue, St Margarets Road, D11 PW28

This application is being made by:

Chair _____ Print Name _____ Date:

Secretary _____ Print Name _____ Date:

What happens next?

The club application will be processed and reviewed by the LHA Board. Should any queries arise they will be communicated via the LHA Administrator/ Leinster Development Officer. If the application is approved the Hon Secretary will write to the club requesting proof of Public Liability Insurance and payment of €100 application fee [to be offset against Annual Fee]. Once received the club will be sent a Club Admin login and password for the LHA competition system.

Office Use

Received by:	Date:	Ref:
Officers:	CoE:	Ins:
CoC:	LTPD:	

Next Action:

Version 0.3

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