



SECTION 9

Affiliation Policy & Procedure and Insurance

The Board of Phab Limited is the affiliating body for all sections of the organisation. Each Club, Project or Phab Area Committee (PAC) applies for affiliation on an annual basis and, subject to there being no conflict of aims or inappropriate conduct within the applicant club, project or PAC, affiliation is generally granted. Inappropriate conduct is construed to mean behaviour by individuals within the applicant body which might bring the generic name Phab into disrepute. There may also be cause for non-acceptance of an affiliation application if Phab main policies and guidelines are not adhered to. There is a Phab Affiliation Agreement Form at the end of this section.

Disaffiliation

The Board of Phab Limited is the sole arbiter in respect of disaffiliating any Phab club, project or PAC. It will use as its sole criterion the 'inappropriate conduct' described above.

Insurance

Clubs and projects can obtain a tailor-made insurance package for 'normal' activity through BJK (Tel: 01271 346 711), Phab's Brokers. Due to changes in the law, Phab is no longer able to act as an umbrella organisation for insurance purposes, in the sense that each Club must submit its cheque and proposal form direct to BJK. However, Phab is both able and willing to offer any financial assistance to any affiliated club that has difficulty in finding the premium – please refer to Section 3 **Support for Phab Clubs**.

Special events or hazardous pursuits are not normally covered by the Policy and therefore clubs, projects or PAC's should **ALWAYS CHECK with BJK** on the insurance position before embarking on any such activity.

The insurance is provided by the Ecclesiastical Insurance Company based in Gloucester. The Ecclesiastical Insurance Company requires that each club complete a Risk Assessment Questionnaire. On the following pages, there are notes provided to assist with the completion of this questionnaire. Please note that they must read in conjunction with the questionnaire, which is also included.



ECCLESIASTICAL

Questionnaire Charities and other Non-Profit Making Bodies

Name of Organisation

Address

Internet Address

1 What is the Charity's Registration Number?

If not a Registered Charity, please define your status

If registered under the Care Standards Act please state category of registration

2 When was the organisation established?

3 Please state or enclose a copy of your Mission Statement outlining your aims and ideals

4 Have you ever been subject to investigation by the Charity Commission or any other body?

Yes No

If yes, please give details

5 Please describe the use of each of your premises

- 6 Please describe all activities which take place away from your premises. (Please also see questions 10 and 11)

- 7 Please attach any explanatory literature or brochure that you produce to further your aims, which may include a copy of your latest Reports and Accounts

- 8 Please detail:

- (i) the total number of staff employed

- (ii) all payments to staff for salaries and wages split between each category

- (iii) the total number of volunteers engaged split between the activities undertaken

- (iv) the maximum number of volunteers engaged on activities at any one time

- (v) the number of hours per week on average each volunteer donates

- (vi) your gross annual income/revenue/turnover