

Registration with CDYSB

A voluntary club/group must be registered with CDYSB to avail of its services and grants.

Conditions of registration for clubs/groups:

The voluntary club/group must be situated within the City of Dublin and fulfil the following conditions:

- Have at least ten members.
- Majority of members should be aged between 10 and 21 years. However, if the majority of members are under 10 years of age then there must be at least 25 members between the ages of 10 and 21.
- Participation of young people must be on a voluntary basis.
- Programmes and activities of the club/group should not be an extension of an existing youth project/service receiving Government Department funding through CDYSB.
- Club/group must provide programmes of recreational and educational activities on a regular basis, extending over a minimum period of six months in a given year.
- Club/group must not be solely a sports group.
- Club/group must have a minimum of two adults who are youth leaders working with a group.
- Recommended minimum youth leader to member ratio is one to eight young people.
- Club/group must have a voluntary management committee with elected officers.
- Club/group must have a written constitution.
- All youth leaders must undertake appropriate training in child protection and welfare prior to registration being approved.
- All youth leaders must have embarked upon the Garda Vetting process prior to registration being approved. Registration will be granted after successful completion of the Garda Vetting process.

- Within the first 3 months of registration the club/group must commence basic youth leadership training.
- Club/group must have a Bank account, Post Office account or Credit Union account in its name.
- Club/group must have adequate and appropriate insurance cover.
- Club/group must maintain records such as a register of members and their attendance, income and expenditure accounts, petty cash, minutes of meetings, correspondence, and these must be available to CDYSB on request.
- CDYSB reserves the right to accept, reject or withdraw registration.

Procedure for Registration

- The club/group must complete a registration form and submit it to CDYSB with a copy of its most recent bank statements and a copy of the relevant insurance certificate.
- The club/group will be visited by a CDYSB Liaison Officer to check details and discuss support services available.
- A report will be completed by the CDYSB Liaison Officer and submitted to the Board of CDYSB confirming that the conditions of registration are met.
- The Board will consider the recommendations and make a final decision on registration.
- The club/group will be written to indicating the decision of the Board of CDYSB.
- Failure to continue to adhere to registration requirements may result in the club/group being de-registered.