



Registered Charity No. 1192282

Policy & Procedure Membership Conditions & Administration

Approved by Trustee Board:

3rd December 2020

Next Review:

April 2022

Membership Policy

There are two types of membership

- Beneficial Members – ie. individuals with a recognised disability who are supported to take part in the exercise, sporting and social activities
- Non-Beneficial Members – ie trustees, coaches, tutors and volunteers who are registered with the charity.

Note: This procedure applies to beneficial members only. The conditions and administration of none-beneficial members is addressed in other documentation

Any person aged 16 or over with a recognised disability is eligible to apply for membership. Every applicant will be treated in a fair and consistent manner, but individuals living within the Blackpool, Fylde and Wyre areas will be given priority.

Individuals must complete a membership form, pay any relevant fees and agree to abide by the charity's membership conditions prior to membership being granted.

Individuals must renew membership each year and is conditional upon adherence to the charity's membership conditions.

Procedure

Membership Conditions

The Trustees

- Ensure that the conditions for membership and operation of the charity are documented. This will include the Membership Details and Conditions Form (ref 1)
- Review the above documentation each year to confirm their continuing suitability.
- Determine the annual fees for membership.

Initial / New Members

The Membership Administrator will manage the Membership Register and where necessary a "waiting list" for new members. In the event of the charity being unable to support everybody who applies then

- individuals living within the Blackpool, Fylde and Wyre areas will be given priority.
- the time an individual has spent on the "waiting list" will determine the priority for membership.

The charity's web site will enable copies of the Membership Details and Conditions Form to be downloaded. This will also identify any membership fees and required payment date(s). Where necessary paper copies will be provided to the applicant by the Registration Officer.

The applicant must complete the Membership Details and Conditions Form and return this to the Registration Officer.

The Membership Administrator checks the Membership Details and Conditions Form to ensure that it is fully and accurately completed

The Registration Officer ensures that the applicant (and where appropriate their parent / guardian / carer) is made aware of the charity's Membership Conditions, and has signed the relevant sections of the form.

An assessment of each individual's support needs is undertaken prior to confirming

membership. This is achieved by discussion with relevant coaches / tutors and the applicant (and where appropriate their parent and / or carer) and takes account of relevant medical, behavioural and disability information included on the Membership form.

Note: Relevant details are communicated to the session coaches / tutors so that details be incorporated into the relevant session plans.

The Registration Officer ensures that

- Membership Details and Conditions Forms and the record of payment of fees are retained, and that these are held securely.

The Session Leader ensures that

- An Attendance Register is kept to record the names of members attending each of the exercise and sport sessions.
- No person participates in the session unless a signed Membership Details and Conditions Form has been completed.

Renewal of Membership

To ensure the accuracy of the charity's records membership must be renewed annually.

Note: it is a condition of membership that any changes in personal information such as: Address, Home & Emergency Contact Numbers, Medical Conditions and Medication is communicated to the charity.

At least 6 weeks in advance of the renewal date the web site will be updated to identify the need to renew membership and any membership fee together with payment due date. Any changes to membership conditions will be identified with the Membership Form. Paper copies of relevant documents will be provided upon request to the Membership Administrator.

The Membership Administrator ensures that Membership Forms and the record of fee payments are retained and held securely.

Payment and Refunding of Fees

Any are based upon membership for a 12 months period from 1st April each year and are expected to be paid within 6 weeks. The trustees may agree to extend this period for an individual who is unable to pay the membership fees by the specified date.

No refunds of fees will be paid if a member decides not to participate after the fees have been paid or their membership is suspended or terminated.

Payment for Participation in Scheduled Sports Sessions and Competitions

Scheduled exercise and sports activities, competitions and social events are open to all members. In addition, some members (based upon their suitability and capability) may be invited to take part in external competitions.

Scheduled exercise and sports activities, competitions and social events incur an additional charge determined by the trustees. In principle the charge will be "cost neutral" (ie. sufficient to cover the expenses incurred).

The cost of entry into external competitions will include a voluntary contribution from the member. Any member who does not make the voluntary contribution will still be permitted to take part in external competition.

The trustees will determine whether to support the events from reserve funds or to initiate

specific fundraising activities if these are considered to be too high to prevent participation by members.

No refunds will be paid if a member or their family subsequently decides not to participate in the event.

Note: Members may be requested to refund incurred costs for an event where the trustees have agreed to provide significant funding if their failure to participate is judged to be unreasonable.

Presentation of Medals and Trophies

Individuals who participate in the regular sessions and fundraising activities, may be presented with medals or trophies in recognition of their achievement.

The trustees will determine what awards are made and to whom.

Members are expected to attend the event where the medal, trophy or award is scheduled to be presented. In the event of a member not attending the event the issue of the medal, trophy or award will be at the discretion of the trustees and take account of

- the reason for non-attendance and costs incurred by the charity, and
- whether the medal / trophy / award can be used again or returned for refund.

Incidents

The Incident Book is used to record any occasion where a member routinely fails to follow instructions of the coach / volunteer or if a member is involved in an incident with another member or coach, volunteer or hired facility staff (ref 2).

The trustees will ensure that the circumstances of the incident are investigated and determine the serious of the incident.

- If the incident is considered to be “minor” then, following discussion with the member and their parent / guardian / adult carer, a written warning will be issued to the member.
- If the incident is considered to be “major” or member has received three written warnings within a year then this will be brought to the attention of the Management Committee. In this case members will not be allowed to take part in sports activities until the matter has been considered by the trustees.

Complaints

The Secretary records any compliments and complaints received associated with the membership administration or operation of the sports activities (ref 3). All complaints are brought to the attention of the trustees.

The trustees will review any complaints received and determine what actions is required to be undertaken.

Safeguarding Concerns

Any concern about the behaviour or welfare of a child / vulnerable adult member should be reported to the Safeguarding and Welfare Officer. This will be dealt with appropriately in accordance with the guidance for reporting and action issued by affiliated organisations and Blackpool, Fylde & Wyre Councils (ref 4).

Suspension and Termination of Membership

Membership may be suspended if

- A signed Membership Details and Conditions Form and any due membership fees have not been received by the date specified in the renewal notice.
- An individual is involved in an incident which is considered by the trustees to be “major”
- An individual has received three written warnings of their conduct / behaviour within one year.

Membership may be terminated if

- Membership fees have not been paid within 6 weeks after the specified renewal date, unless an extended payment period has been agreed by the trustees.
- The member (or their parent /carer) fails to pay within the agreed timescales, reasonable incurred costs for an activity where their participation has been agreed and funds provided by the charity.
- An individual’s behaviour or conduct has been found to be unacceptable.

The decision to suspend or terminate membership must be agreed by the trustees.

References

1. Membership Details & Membership Conditions Form 2021
2. Incident Book, Draft A, xxxx 2021
3. Procedure – Accidents, Incidents and Complaints, Draft A , xxxx 2020
4. Policy & Procedure – Safeguarding & Welfare of Members, Issue 1, November 2020