



Registered Charity No. 1192282

# Policy & Procedure Membership Conditions & Administration

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**Approved by Trustee Board:**

**4<sup>th</sup> October 2024**

**Next Review:**

**April 2027**

## Policy

Membership is open those who are interested in furthering the charity's purposes and accept that they must conduct their activities in a way to further its purposes.

A member of the charity may be an individual, a corporate body, or an individual representing an organisation which is not incorporated.

There are two types of membership to the charity.

- Beneficial Membership – Individuals with a recognised disability who take part in the sports and social activities.
- Non-Beneficial Membership – These are individuals, organisations and corporate bodies who provide assistance to enable the charity to deliver its objectives. This includes the charity's trustees and employees as well as coaches, instructors and volunteers.

### Cost of Membership

- A charge is made for beneficial membership which is used to contribute to the administrative costs of the charity; no charge is made for non-beneficial membership.
- An individual may attend the first sports or social session free of charge to decide whether they would like to become a beneficial member.

### Criteria for Beneficial Membership

Any person aged 16 or over with a recognised disability is eligible to apply for beneficial membership. Individuals must complete a Membership Registration Form, pay any relevant fees and agree to abide by the charity's membership conditions prior to membership being granted.

To be granted beneficial membership the individual must answer YES to the "Do you consider yourself to have a disability?" question in the Membership Registration Form.

If a person assessing the application is unable to make a judgement on whether the individual has a recognised disability, then they will ask the applicant to provide documentary evidence before beneficial membership is granted.

In principle, anyone meeting the above criteria should be granted beneficial membership. However, to ensure that the charity can satisfactorily discharge its Duty of Care an assessment of the individuals' support needs and their potential risks to others is undertaken prior to confirming membership. This is achieved by discussion with the applicant (and where appropriate their parent and / or carer) and takes account of relevant medical, behavioural and support requirements.

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.

## Procedure

The trustees will determine the annual fees for beneficial membership, cost of taking part in sports and social session as well as periodically reviewing the membership policy and procedure.

### Beneficial Membership Applications

The Registration & Membership Administrator manages 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 Membership Registration Form (ref 1) and Code of Conduct & Membership Conditions form (ref 2) can be downloaded from the charity’s web site ([www.togetherwecando.org](http://www.togetherwecando.org)). Paper copies can be obtained from the Registration & Membership Administrator.

The applicant must return the completed Membership Registration form to the Registration & Membership Administrator.

### The Registration & Membership Administrator

- checks the Membership Registration Form to ensure that it is fully and accurately completed.
- reviews the details on the Membership Registration Form and where necessary ensures that an assessment of their support needs is undertaken prior to confirming membership.
- ensures that the applicant (and where appropriate their parent / guardian / carer) is made aware of the charity’s Code of Conduct and Membership Conditions and has signed the relevant sections of the form.

### The Welfare Officer

- discusses with the applicant (and where appropriate their parent and / or carer) relevant medical / behavioural information and the support require to take part in the sports and social sessions.
- determines what additional support (if any) is required to enable the applicant to take part in the charity’s activities
- records relevant details of the required support on the Membership Registration Form.

The Registration & Membership Administrator Registration Officer ensures that:

- Membership Registration Forms and the record of payment of fees are retained, and that these are held securely.
- The Attendance Register identifies all individuals who have additional support needs to enable their participation in sports and social sessions.
- No person participates in the sports session, after their first attendance at any session run by the charity, unless a signed Membership Registration Form has been completed and the relevant fees are paid.

The Session Leader ensures that:

- The Attendance Register is kept recording the names of members attending each of the sports and social sessions
- No person participates in the sports or social session, after their first attendance at any session run by the charity, unless a signed Membership Registration Form has been completed.

### Renewal of Beneficial 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 individuals will be informed of the need to renew their membership, the membership fee together and due payment date. Any changes to membership conditions will be identified with the Membership Form. Paper copies of relevant documents are obtained from by the Registration & Membership Administrator.

Fees are expected to be paid within 6 weeks of the due date. The trustees may agree to extend this period for an individual who is unable to pay the membership fees by the specified date.

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

### Payment and Refunding of Fees

Beneficial membership covers a 12-month period from 1<sup>st</sup> April each year. If an individual joins in the months between April and June there is no reduction in the membership fee. The membership fee is reduced by 10% for every month after June. eg. if an individual joins in October a reduction of 40% is applied.

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 Sports Sessions

Scheduled sports sessions and competitions are open to all beneficial members.

The cost of entry to the sports sessions is set by the trustees and reviewed periodically. The "sports session fee" will reflect the operational costs incurred to run the session and may take account of grants / donations received for these sessions.

All beneficial members are required to pay the session fee at the Registration Desk before entering the area(s) where the activities are taking place. The trustees may agree to reduce or waive the charge if a beneficial member is unable to attend for financial reasons

Support staff (parents / carers / PAs) are not required to pay the "session fee" and may take part in the activities where a beneficial member requires their support to take part in the session. However, support staff must adhere to the relevant Code of Conduct (ref 3) and only take part in the activities to the extent required to enable the beneficial member to participate.

### Payment for Participation in Sports Competitions

Some beneficial members (based upon their suitability and capability) may be invited to take part in additional sessions to enable them to take part in future competitions. Participation in these activities may 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 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 existing funds or to initiate specific fundraising activities if these are 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.*

### Payment for Attendance at Social Sessions

Social events are open to all beneficial members; participation in these activities may incur an additional charge. In principle the charge will be “cost neutral” (ie. sufficient to cover the expenses incurred and income received from ticket sales, raffles etc).

The trustees

- decide the cost of entry to any charged social event.
- may agree to reduce or waive the charge if a beneficial member is unable to attend for financial reasons.
- determine whether to support the events from existing funds or to initiate specific fundraising activities.

No refunds will be paid if a member or their family does not attend the social event.

### 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.

### Benefits to Non-Beneficial Members

Polo shirts and other clothing used by trustees, staff and volunteers to support the charities activities will be issued free of charge. However, the individual may make a voluntary contribution towards their cost.

Individuals can participate in the sports sessions, only if by doing so, provides a direct benefit to the beneficial members. For example, to provide an opponent or partner to a beneficial member so that they can fully participate in the activity. Under these circumstances the non-beneficial member will not be asked to make a payment for participating in the session.

Individuals may attend social events run by the charity. The trustees decide whether payment to attend is required staff and / or volunteers. If payment is not required, then the individual may make a voluntary contribution to attend the event.

Individuals representing of corporate bodies or other organisations support the charity's work may be invited as a guest to attend a social event. Under these circumstances the guest will not be asked to make any payment for attending the event, but may make a voluntary contribution.

### Behaviour Incidents

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 then this is recorded.

The trustees will ensure that the circumstances of the incident are investigated to determine the serious of the incident and whether additional actions are to be taken (refs 4,5 & 6).

### Complaints

The Secretary records any compliments and complaints received associated with the membership administration or operation of the sports & social activities (ref 4). All complaints are brought to the attention of the trustees and investigated to determine what action is required (refs 5 & 6).

### Safeguarding Concerns

Any concern about the behaviour or welfare of an individual 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 Blackpool, Fylde & Wyre Councils (ref 7).

### Suspension and Termination of Beneficial Membership

The decision to suspend or terminate membership must be agreed by the trustees. Membership may be suspended if

- A signed Membership Registration 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 / accident / allegation which has been categorised as "high" whilst it is being investigated.
- 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.

## References

1. Membership Application & Code of Conduct Conditions Form 2024 rev 1
2. Code of Conduct & Membership Conditions, Issue 2, February 2024 rev 2
3. Code of Conduct – Parents, Guardians, Carers and PAs, Issue 4, Feb 2024
4. Procedure – Recording and Reporting Accidents, Incidents and Complaints, Issue 4, Feb 2024
5. Procedure - Investigation of Accidents, Incidents, Allegations & Complaints, Issue 4, Feb 2024
6. Procedure – Discipline & Sanctions, Issue 1, March 2024
7. Policy & Procedure – Safeguarding & Welfare of Members, Issue 2, August 2024