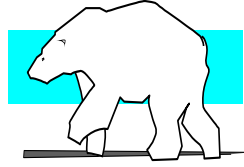


BLACKPOOL POLAR BEARS



# Policy & Procedure Membership – Rules & Administration

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**Approved by Trustee Board: 7<sup>th</sup> March 2019**

**Next Review: 1<sup>st</sup> April 2021**

## **Membership Policy**

Any person with a learning and / or physical disability is eligible to apply for membership. Every applicant will be treated in a fair and consistent manner, but individuals living within the Blackpool area will be given priority.

Individuals will not offered membership until satisfactory completion of a “swimming assessment” and agreement that their needs can be met.

Individuals must complete a membership application form, pay the relevant fees and agree to abide by the club rules and regulations prior to membership being granted.

Individuals must renew membership each year and is conditional upon adherence to the club rules.

## **Existing Members**

The Trustees will

- Review the Membership Form (ref 1), Club Rules & Regulations (ref 2) and Members Information Booklet (ref 3) each year to confirm their continuing suitability.
- Agree the membership fees following consideration of information provided by the Chair (Swimming & Social Committee) and Treasurer.

The Chair (Swimming & Social) Committee will ensure that

- A Membership Form together with information setting out the membership fees and required payment date is provided to each member at least 3 weeks in advance of the renewal date.
- Each member is provided with details of any changes to membership rules and regulations.
- Membership Forms and the record of fee payments are retained and held securely.
- A Register is used to record the names of members attending each of the swimming sessions.
- No person is permitted to participate in swimming activities unless a signed Membership Form has been provided and membership fees paid.
- Any person failing to attend the swimming sessions for 4 consecutive weeks is contacted and informed that their allocated space at the swimming session may be allocated to another.
- Any concerns or complaints about the operation of the swimming and social activities are investigated.

## **New Members**

The Chair (Swimming & Social) Committee will manage the “waiting list” for potential new members. Applicants will be informed that

- Individuals living within the Blackpool area will be given priority. Individuals living outside the area may be included on the “waiting list” will be advised to contact Fleetwood Otters and the Lytham Sharks
- They must to attend a “swimming assessment” to identify support their needs and capability prior to being offered membership.
- The priority of the swimming assessments will be dictated by the time an individual has spent on the “waiting list”.

Following the completion of the swimming assessment (see ref 4) a Membership Form, the

Club Rules & Regulations and Members Information Booklet is provided to the applicant.

The Chair (Swimming & Social) Committee and / or other Committee Member ensures that the applicant (and where appropriate their parent / carer) are made aware of the Club Rules and Regulations.

The applicant will not be permitted to participate in swimming activities unless a signed Membership Form has been provided and membership fees paid.

## **Payment and Refunding of Fees**

The fees are based upon membership for a 12-month period from 1<sup>st</sup> April each year and are expected to be paid within 3 weeks. The Chair (Swimming & Social Committee) and / or Treasurer 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.

A 50% reduction in fees is applied for any new members joining after 1<sup>st</sup> October.

## **Payment for Participation in Swimming Competitions and Social Events**

The club organises swimming competitions, some of which are open to all members whilst others are based upon the swimming capability of the member. Social events are open to all members. The charge for an individual's participation in any of these events will be agreed by the trustees following consultation with the Chair (Swimming & Social Committee) and Treasurer.

In general the charge will be "cost neutral" (ie. sufficient to cover the expenses incurred) unless these are considered to be too high to prevent participation by members. Under these circumstances the trustees will determine whether to support the event from reserve funds or initiate specific fund raising activities.

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

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 unreasonable.

## **Presentation of Medals and Trophies**

Individuals who participate in the club's swimming galas, regular swimming sessions and fund raising activities, such as the sponsored swim event, are presented with medals or trophies in recognition of their achievement.

The Chair (Swimming and Social Committee) in consultation with the Head Coach and swimming teachers 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 Chair (Swimming and Social Committee) [or Vice Chair (Swimming & Social Committee) if unavailable] and take account of

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

## **Incidents and Complaints**

The Incident Book is used to record any occasion where a member routinely fails to follow instructions of the swimming coach, volunteer or pool side staff. This is also used if a member is involved in an incident with another club member or swimming coach, volunteer or pool side staff (ref 4).

The Chair (Swimming and Social Committee) will ensure that the circumstances of the incident are investigated and determine the seriousness 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 Trustees. Under these circumstances members will not be allowed to swim until the matter has been considered by the Trustees.

The Secretary records any complaints received associated with the membership administration or operation of the swimming and social activities. If the complaint is considered to be significant then this will be brought to the attention of the Trustee (ref 5).

The Trustees will review any complaints received following consideration by the Swimming & Social Committee and if appropriate determine whether an individual’s membership should be terminated.

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 Council (ref 6).

## **Suspension and Termination of Membership**

Membership may be suspended if

- A signed Membership Form and membership fees have not been received by the date specified in the renewal notice.
- An individual fails to attend a swimming session for 4 consecutive weeks without prior notification or a genuine reason.
- An individual is involved in an incident which is considered by the Chair (Swimming & Social Committee) 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 Chair (Swimming & Social Committee or Treasurer).
- 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 Blackpool Polar Bears.
- An individual’s behaviour or conduct has been found to be unacceptable.

The decision to terminate membership must be agreed by the Trustees.

## References

1. Membership Form, March 2019
2. Club Rules & Regulations, March 2019
3. Members Information Booklet (2018 edition)
4. Procedure – Management of Swimming at Moor Park, Issue 3, January 2017
5. Procedure – Accidents, Incidents and Complaints, Issue 4, March 2019
6. Policy & Procedure – Safeguarding Members, Issue 3, March 2019