Priory Witham Badminton Club

Code of Conduct & Membership Handbook

Version: October 2026

1. Club Information

Registered Venue: Priory Witham Academy De Wint Avenue, Lincoln, LN6 7DT Academy Telephone: 01522 882900

Club Contacts

- **Chairman:** Gary Jacobs
- **Treasurer:** Helen Baker / Nikki Ball
- **Secretary:** Rachel Price
- **Welfare Lead:** Sarah Leyland
- **Committee Members:** Listed on the club website

Club Email: priorywithamclub@gmail.com

Website: www.priorybadmintonclub.com

Club Mobile: 07932 435817

2. Club Overview

Priory Witham Badminton Club (also known as Priory Badminton Club / Witham Badminton Club) was established in 2010 following Lincolnshire Sport funding. After the funding period ended, the club became a self-sufficient, community-run social badminton club.

Our purpose: To provide enjoyable, social badminton for adults in a safe, friendly and respectful environment.

Session Times

- **Monday:** 19:00–21:00 *(Time may vary on league match nights)*
- **Wednesday:** 19:30–21:00 *(Times may vary on league match nights.)*

Members should bring their own racquets. The club provides shuttlecocks, and spare racquets may be available on an ad hoc basis.

3. Coaching

The club is a coaching club, offering structured and ad hoc coaching delivered by a **Level 3 coach**.

- The club funds **50%** of coaching costs; members contribute via monthly or per-session payments.
- Coaching is prioritised for members who do not play for another Badminton England affiliated club.
- League players have coaching included within their match subscriptions and monthly contribution.
- Members are expected to be receptive to coaching, particularly where it relates to safety or enjoyment.

4. Membership Structure

The club operates a **members-only model** with a maximum of **55 active members** across both evenings. A maximum of **24 players** may attend each session.

Membership Types

- Monday Membership
- Wednesday Membership
- Joint Membership (either or both nights)

Changing from joint to single-night membership may not be possible if capacity is limited.

Attendance Requirements

To maintain membership, players must:

- Attend at least **70%** of sessions available to them, **or**
- Not miss **four consecutive weeks** without prior arrangement

If attendance falls below expectations, membership may not be renewed.

Injury or Long-Term Absence Members must inform the club as soon as possible if injured. Membership payments are normally expected to continue. The club may suspend payments at its discretion. If multiple members are injured at once, the club may review membership to maintain viability. Members removed due to injury will be offered the first available space when fit to return.

New Members When a space becomes available:

- Potential members may attend **up to three free sessions**.
- Monday players must be of average ability or higher (assessed by a committee member).
- Wednesday sessions are open to all abilities.

5. Payment Policy

The club operates a yearly membership model, covering:

- **Minimum 42 weeks** of badminton per year for Mondays
- **Minimum 48 weeks** of badminton per year for Wednesdays

Members may pay by **yearly** or **monthly** direct debit.

Joining Fee

- £10 for members paying yearly
- £30 for members paying monthly
- No joining fee for switching nights or upgrading to joint membership

Direct Debit Rules

- Membership auto-renews unless cancelled by the member
- If a direct debit is cancelled and the member wishes to rejoin, the joining fee applies
- Refunds are discretionary and assessed individually
- Refunds (if granted) incur a **15% administration fee** (minimum £5)
- **If the club delivers fewer than 42 weeks for Monday members or fewer than 48 weeks for Wednesday members, and no savings exist compared to the previous model, members may request a refund in writing**

Session Booking

All players must **pre-book via the club app**. If unable to attend, players must cancel via the app **and** notify the club via WhatsApp.

6A. Club Rules & Code of Conduct

All members must:

- Comply with school rules
- Treat committee members and other players with respect
- Treat everyone with fairness, dignity and courtesy
- Wear suitable sports clothing and clean indoor trainers
- Bring a safe, suitable racquet
- Use only club-provided shuttlecocks
- Support injured players and congratulate others
- Avoid foul, sexist, racist or abusive language
- Avoid dangerous play or illegal tactics
- Never ridicule or shout at players for mistakes
- Avoid smoking, alcohol or illegal substances during sessions
- Avoid any form of verbal or physical violence

6B. Disciplinary Procedure

Purpose

To ensure concerns about behaviour, conduct or rule breaches are handled fairly, consistently and transparently.

When the Procedure Applies

Used when:

- Club rules, school rules or the code of conduct are breached
- Behaviour causes risk, disruption or distress
- Safeguarding or welfare concerns arise
- Issues continue after informal discussions

Informal Resolution

Minor issues may be addressed informally by a Committee Member or Coach to resolve concerns quickly and constructively.

Formal Stages

Stage 1 – Verbal Warning

- Given by a Committee Member
- Explains the concern and expected improvement
- Recorded internally

Stage 2 – Written Warning

- Issued by the Secretary or Chair
- Outlines the issue, required actions and review period
- Member may submit a written response

Stage 3 – Suspension

- Temporary suspension from sessions, matches or club activities
- Used for serious or repeated breaches
- Duration decided by the Committee
- Member notified in writing

Stage 4 – Termination of Membership

- Reserved for serious misconduct or failure to improve
- Decision made by the Committee
- Member informed in writing with reasons

Safeguarding Concerns

Any safeguarding or welfare issue will be referred immediately to the Welfare Lead, who may escalate to Badminton England or external agencies.

Right of Appeal

Members may appeal any formal decision within **14 days**. Appeals are reviewed by Committee Members not previously involved.

Confidentiality

All disciplinary matters are handled sensitively and confidentially in line with data protection requirements.

7. Disabilities & Accessibility

The club welcomes members with recognised disabilities (as defined by the Equality Act 2010). Due to venue limitations and available resources, the club may not be able to accommodate all needs safely. Members must inform the club of any disability on their contact details form so reasonable adjustments can be considered.

8. WhatsApp Groups

The club uses WhatsApp for communication, including:

- Monday Members
- Wednesday Members
- League Groups
- Members Social Group

Most groups are admin-only for posting, with emoji reactions enabled. Members are automatically added unless they opt out. Members must share only appropriate, relevant information and respect others' privacy.

9. Privacy Policy

The club has a full privacy policy explaining how personal data is used and stored. Members may request a copy from the Chairman.

10. Social Media

The club operates:

- **Facebook:** Priory Badminton Lincoln
- **Instagram:** Priory Badminton Lincoln

Members are encouraged to engage with the club on social media and help promote activities. Photos may be taken for promotional use. Members who do not wish to appear in photos must inform the club beforehand.

11. Website

The club website includes:

- New player information
- Club rules
- GDPR policy
- Risk and fire assessments
- Booking and payment links
- Registration forms

- Gallery
- Contact details
- Schedule of play

A “How to navigate the website” guide is available.

12. Badminton England Membership

The club is affiliated with Badminton England. Membership provides insurance and access to resources.

- New members are added after **three months**
- Existing members are renewed after **twelve months**
- Members may upgrade to “Complete Membership” at their own cost

Members are encouraged to visit the Badminton England website or the relevant section on our club website.

13. First Aid

The club has trained first aiders, as per the club’s first aid statement. A first aid kit is available during sessions, and qualified first aiders will assist where they can. Members use first aid at their own risk unless the club is directly responsible for the injury. An accident form will be completed for any injury, even those requiring no treatment.

14. Session Cancellations

Priory Witham Academy has priority over the sports hall. If the hall becomes unavailable, the club will notify members via WhatsApp as soon as possible. Members must ensure their contact details are up to date.

15. Fire Safety Policy

People at Risk

All attendees are at risk in the event of a fire. Newcomers and those attending infrequently may be at greater risk due to unfamiliarity with the premises.

Risk Management

The Chairman and Committee Members will ensure attendees are aware of the fire plan, with particular attention to newcomers and those under 18. Committee Members will make themselves known in the event of a fire.

Emergency Plan

If a fire is discovered, break the glass at the nearest alarm point and, if possible, alert the Academy’s Duty Site Supervisor.

In the event of a fire:

1. Leave the building by the nearest emergency exit (two at the rear of the hall, courts one and four).
2. Proceed to the fire assembly point on the hard play area adjacent to the Academy building.
3. The club leader will ensure no one remains in the hall, store room, shower rooms or toilets.
4. Contact the Fire Brigade by calling **999**.
5. The club leader or named deputies will check that all participants have left the building using the club register.
6. Await instructions from the Duty Site Supervisor or Emergency Services before returning to the building.