

The Priory Social Badminton Club Code of Conduct

Registered at:

The Priory Witham Academy

De Wint Avenue

Lincoln

LN6 7DT

Telephone: 01522 882900

Club Structure: -

Club Chairman:

Gary Jacobs

Deputy Chairman:

James Middlemass

Club Treasurer:

Helen Baker/Conor Mallon

Club Secretary:

Ben Straw

Welfare lead:

Sarah Leyland

Committee members:

See website for full list of members

Email: priorywithamclub@gmail.com

Website: www.priorybadmintonclub.com

Club telephone number: 07932435817

Club Overview: -

The Priory Badminton Club (also known as Priory Witham Badminton Club / Witham Badminton Club) was created as a result of Lincolnshire Sport government funding in 2010, after the initial funding expired, a social badminton club was established with funds to make it self-sufficient.

The Priory Badminton Club sole purpose is social badminton and to provide fun for all its members. The aim is to provide a positive and enjoyable experience for all. The club believes that it is important that members, associated with the club should, at all times, show respect and understanding for the safety and welfare of others. The club is open to registered members and non-members alike and is open to anyone over the age of 18. The club operates a social and fun badminton club on Monday evenings from 19:00 until 21:00 (sometimes times will change on league match nights) and Wednesday evenings from 7.30pm to 9pm (sometimes times will change on league match nights) at the Witham Priory Academy. All players provide their own racquets and the club will provide shuttlecocks. The club does have some spare racquets for players to borrow on an adhoc basis. Nets and poles are provided by the academy.

The club is a coaching club and coaching is available to all members. We are fortunate to have a level 3 coach, who is dedicated to the sport and will help any member improve their game. The club funds 50% of the coaching costs and individual members will contribute towards coaching, by paying a monthly fee. As a coaching club, the expectation is that all members will have some coaching, particularly new members. Please note, the coach may provide adhoc coaching without warning, for the purpose of improving player safety and enjoyment. As a club we hope all players are receptive to the coach's suggestions. League players will have coaching paid for by their match subs and monthly contribution. Coaching will be prioritised to those members that do not play for another Badminton England affiliated club.

Covid-19: -

Covid-19 is still around but has less impact than it did during the pandemic. Elements of the club have changed as a result of Covid-19 including players having to pre-book before playing. The club has no specific requirements for

Covid-19 but if players are aware that they have covid-19 and are symptomatic, it is in the best interest of all concerned parties that they do not attend badminton.

Membership: -

The club is primarily a members' only club but if numbers allow, non-members can also pay and play. The club can run at a capacity of 49 active members for both evenings inclusive, with a maximum of 24 players playing per evening (22 on coaching evenings). Non-members would be included in the total number of people playing per week. Please note that when a member joins the club, usually membership is for a minimum of 12 months and the payment plans are reflective of this.

Membership can never go over 49 for both evenings, due to: Badminton England membership, a requirement of the public liability insurance and to ensure all members have the opportunity to play. The number of members per evening can fluctuate between 20-30, as it is to be expected that members will not play each week and some members play more regular than others. Some of the members of the club will have membership for both evenings.

Members can choose the following membership:

- Mondays: Player can play any Monday evening, where a space is available.
- Wednesdays: Players can play any Wednesday, where a space is available.
- Joint: Players can play either on a Monday or Wednesday or both nights, where a space is available.
- Note: Non-members can only play on either a Monday or Wednesday, depending on their selective evening, where a space is available.
- **Note: Monday membership entitles a member to play on Mondays only and likewise Wednesday membership entitles a member to play on Wednesdays only. To be able to play on both nights, joint membership is needed**
- **Note: If a member has membership for both nights, the club reserves the right to decline any request to drop a night. Members may have to leave the club and rejoin when a space is available on their preferred night,**

Members will always take precedent over non-members in relation to numbers and non-members would always be turned away before members, if numbers were over 24 (22 on coaching evening).

If a member does not attend 4 consecutive weeks, or an average of 70% of the weeks they have been a member (unless a prior arrangement is in place), they will no longer be a member of the club. They can only rejoin if there are less than the set number of members. Also, if members cannot play on a specific week, they must inform the club. For non-members, they must play at least once a month. If the number of active members is getting close to the maximum allowed number, inactive non-members may be asked to leave the club, to allow a new member to join.

If a member has an injury that prevents them from playing, they must inform the club at the earliest opportunity and keep in touch with the club, particularly if they will be unable to play for more than 1 month. The expectation would be for the member to continue to pay their membership. However, the club can decide at their discretion to suspend payments. If a member decides to cancel their payment, they risk being removed from the club, as the club only has limited places (as per Badminton England membership criteria). Each injury will be assessed on an individual basis but if we have a significant number of injuries that reduces the number of members available per session or affects our income stream, members membership maybe terminated. They will be offered the first available space when they are fit to return playing.

It should be noted that some weeks attendance will be limited to less than 24 due to coaching and non-members would not be allowed to play these evenings.

When a space becomes available, any potential new member will be invited free of charge, for up to 3 sessions to ensure that the club is the right fit for all parties. For anyone wanting to join on a Monday, potential members have to be of an “average” ability or higher to play. One of the committee members will assess ability to ensure any potential member is of the desired ability. As a club, members of all abilities are welcome and can play on a Wednesday. Mondays are reserved for members that are of an average ability and higher. Any questions about this, please speak to chairman or club secretary in the first instance.

Payment: -

The club has moved away from a “pay per session you play” model to a yearly membership model. By members paying for yearly membership, that includes payment for a minimum of 42 weeks of badminton, members pay less per session than the previous model and also the club is safe guarded by having a regular income. Please note that membership is yearly and monthly and 6 monthly payment options are only available to give members flexibility with payment options.

People can either join the club and become a member or they can play as a non-member (if numbers allow). To become a member, there is a joining fee (one off) and then yearly membership for the selected evening(s), that is paid by direct debit. The joining fee includes membership to Badminton England, once they have been a member for 3 months, that has many benefits. The fee is £10 for those that set up 6 monthly or yearly direct debit and £30 for those that pay monthly. Joining fee is not payable if member wants to change the night they play or want to switch from one evening to playing both evenings.

Members' can either pay by monthly, 6 monthly or yearly direct debit. All come with considerable savings against the previous payment model but the savings become greater if payment is by 6 monthly or yearly direct debit. For more information, please visit the priory badminton website: www.priorybadmintonclub.com and go to the payment section. Please note when setting up direct debit, ensure you have selected the correct tab. For example, Mondays, if wanting to play Mondays only.

The yearly membership entitles members to a minimum of 42 weeks per year playing badminton. If the club for whatever reason doesn't play 42 weeks and there are no savings compared to the previous payment model, refunds may be applicable but members need to request these in writing. The club may also decide to reduce direct debit payments, to reflect reduction in number of weeks played.

Please note the following:

- If the direct debit is cancelled and you wish to rejoin the club, the joining fee will be due to be paid and another direct debit plan taken out.

- If the direct debit plan is cancelled, refunds will be at the discretion of the club. For monthly direct debit customers, there would usually be no circumstances where a refund would be made.
- For customers that have paid by 6 monthly or yearly direct debits, refunds would be decided on an individual basis. The following is a list (not exhaustive) of what would be considered: how many months the member has played, reason for cancelling direct debit and the member's general attendance. If member has decided they no longer want to play, a refund would not typically be given.
- If members do not meet the attendance criteria (see above), the club may decide to cancel membership. The responsibility is with the member to cancel the direct debit plan and a refund may not be given, as the expectation is the member would attend on a regular basis.
- Any refund would be subject to an administration charge to cover costs, and would be 15% of the amount to be refunded, with a minimum charge of £5. This would be deducted, prior to any refund being paid out.
- Please note the direct debit plan auto-renews, so please make sure you cancel the direct debit plan if no longer needed.

For non-members, cost is £7 a session on Mondays and £5 a session on Wednesdays. There is no expectation on how often they play, except they must play at least once a month. Please note though, that if a non-member does not play for 2 consecutive months and the club has not heard from them, the expectation is that they have left the club and they will be removed.

All players that have to pay per session must pay promptly and ideally within a 24-hour period. If members do not pay promptly, their place maybe cancelled to allow other members the opportunity to play.

Players have to prebook their place prior to attending a session and also have to pay in advance (does not apply to direct debit members). Payment and booking must be made via Priory Badminton Website:

www.priorybadmintonclub.com or via the app (see website or speak to committee member for details). There is the option to book and pay for multiple sessions at once. Please note that if you cannot attend a session, any refund is at the discretion of the club and is not guaranteed.

If a player cannot attend a session for any reason, they must cancel the session via the app and notify the club via WhatsApp group. A copy of a “how to guide” will be on the website.

Club rules: -

As a member of the Priory Badminton Club, you must adhere to the following:

- Members must show respect for and treat everyone equally regardless of age, ability, gender, race religion, ethnic origin, social status or sexual orientation.
- Members must wear suitable clothing for each match session, including indoor trainers (without dirt/grit on the sole)
- Members must bring a suitable badminton racquet, and be responsible for checking the integrity of the racquet prior to playing a match.
- Respect the right, dignity and worth of every individual within the context of badminton.
- Help injured players and opponents.
- Congratulate all participants on their performance regardless of the game's outcome.
- Players can only use club shuttlecocks. Under no circumstances can players provide their own shuttlecocks.

During the course of matches and training, members will not:

- Smoke
- Consume alcohol or illegal substances.
- Use foul, sexist or racist language or gestures at any time.
- Condone behavior that contravenes the codes of conduct.

- Use illegal or dangerous tactics.
- Ridicule or shout at other players for making a mistake or losing the game.
- No verbal/physical violence towards others

Disabilities: -

As a club we welcome people with a recognised disability (as per “Equality Act 2010”) to join our social club where suitable. As a member only club that is limited to the facilities provided by Witham Priory Academy and our own limited resources, we may not be able to accommodate all disabilities and our club therefore might not be suitable. It is important that everyone informs the club of any recognised disability and the information is also recorded in the “contact details” form.

WhatsApp Group:-

The club has several WhatsApp groups, including “Monday Badminton Group”, “Wednesday Badminton Group” and various league groups. These will be the platform used for the majority of information disseminated from the club. The majority of the groups only allow admins to send messages and members to respond with an emoji.

They are primarily used to:

- To share any club related information to all members
- To notify of non-attendance.
- To convey information to members/non-members from the club including when the club is not running at short notice.

- To convey information received from the school to members/non-members.

The chairman, committee members and other designated members will be the only people that have administration rights for the group. All users are reminded to only share information that will not offend other users and to only include information that is relevant for the purpose of attending Priory Badminton Club.

All members and non-members that attend the club will automatically be added to the relevant WhatsApp group(s). As other users will be able to view other players personal information (e.g., telephone numbers), if people do not want to join the WhatsApp group please discuss with Chairman or members of the committee (opt out). Please see our privacy policy for more information relating to how the club uses your personal information. There may be other WhatsApp groups, e.g., for coaching, league. Please let the club know if you don't want to be added to the group(s).

Privacy Policy: -

The club has a privacy policy that outlines how we use, store and protect personal information that you provide to the club. If you would like to read this policy please ask the club chairman, who will provide a copy for you to read.

Facebook/Instagram: -

The club has a Facebook page (Priory Badminton Club Lincoln) and this is updated on a regular basis. We would like all members of the club to like the posts and to follow the page wherever possible, as this will help with promoting the club. From time to time, we will take photographs to use on the page and in posts. If you do not want your photograph to be used, please let this be known prior to the photograph being taken. The club also has an Instagram account.

Website:-

The club has a website (www.priorybadmintonclub.com) and this is updated on a regular basis. The website contains:

- Useful information including: new player information section, Club rules, GDPR policy, Risk assessment and Fire assessment policy
- Booking and payment link
- All relevant forms including: player registration form
- Gallery – pictures of players
- Contact details for clubs
- Schedule of play

There will be a useful “how to navigate the website” information sheet for anyone that requires assistance.

Badminton England: -

The club is affiliated with Badminton England and membership provides many benefits including indemnity insurance and numerous resources. Members will be added for club insurance purposes and will get an email from Badminton England to state they have been enrolled. Please keep your login details safe, as you will need them.

All new members will also become an individual member after 3 months. Existing members will be enrolled, once they have been with the club for 12 months. Being a member of Badminton England has many benefits and please take time to visit their website: www.badmintonengland.co.uk to become familiar with all of the benefits or visit the appropriate section on our website www.priorybadmintonclub.com. Members can also become a complete member, which comes with additional benefits. Members must though cover the additional cost themselves

First Aid: -

The club will provide a first aid kit which will be available during club nights, the kit can be used at members own risk and no liability shall be borne by the club unless the club was associated with the injury or accident. The club

will take reasonable care to protect its members, by checking of the court-based equipment provided by the Witham Academy prior to play. The club has in place Public Liability Insurance.

A first aid form will be completed by the person responsible for running the session for all players that have to attend A and E or seek other medical treatment as a result of the injury sustained during the session.

Cancellation: -

The sports hall is provided by the Priory Witham Academy and the academy has priority over the availability of the sports hall. We are governed by the academy as to when the sports hall is available. The academy will usually give us plenty of notice if the hall is not available on a Monday or Wednesday evening for badminton. For example, the hall is not available on bank holidays' because the academy is closed. However, there may be occasions where the academy might need the hall at short notice. If this is the case, wherever possible we will contact all members to let them know badminton has been cancelled and this will be via the WhatsApp group(s). Non-members will not routinely be contacted to inform them that the badminton session has been cancelled. Please note that it is the responsibility of the member to ensure that they have provided a current contact telephone number. The club will not accept responsibility if for any reason a member cannot be contacted and they attend badminton on a night that it has been cancelled.

Fire Assessment Policy for Priory Witham Badminton Club (Appendix A)

People at Risk

People who attend Priory Witham badminton club on a Monday and a Wednesday evening are at risk, if there is a fire. Those who attend less frequently or who are attending for the first time are more at risk due to their lack of familiarity with the Academy premises.

Evaluate, Remove or Reduce Risk

The Chairman (Gary Jacobs), club secretary (Simon Ormerod) and members of the committee will be responsible for ensuring that people in attendance are aware of the fire plan and pay particular attention to newcomers and those under the age of 18 years. Please note: members of the committee will make themselves known in the event of a fire.

Prepare an emergency plan and provide training

Anyone who discovers a fire should break the glass in the nearest alarm point and if possible, alert the Academy's Duty Site Supervisor.

In the event of a fire:

1. All attending the club should leave the building by the nearest emergency exit. (Two at rear of the hall, courts one and four) Both fire exits lead straight outdoors.
2. All attending the club should proceed to the fire assembly point on the hard play area adjacent to the Academy building.
3. Club leader will ensure that no one has been left in the: hall, store room, shower rooms or toilet.
4. The Fire Brigade should be contacted by calling 999.
5. The club leader/named deputies are responsible for checking that all club participants have left the building. This will be checked by taking the club register with them.
6. Await instructions from the Duty Site Supervisor / Emergency Services before returning to the building.