
Priory Witham Badminton Club

Code of Conduct & Membership Handbook

Version: June 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 formed in 2010 following Lincolnshire Sport funding. After the funding period ended, the club became a self-sufficient, community-run social badminton club.

Our purpose is simple:

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

Session Times

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

Members bring their own racquets; the club provides shuttlecocks. Spare racquets are 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, especially where it relates to safety or enjoyment.
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4. Membership Structure

The club operates a **members-only** model with a maximum of **49 active members** across both evenings.

A maximum of **24 players** may attend each session.

Membership Types

- **Monday Membership** – Mondays only
- **Wednesday Membership** – Wednesdays only
- **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 **4 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 many 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 3 free sessions**.
 - Monday players must be of **average ability or higher** (assessed by a committee member).
 - Wednesday sessions are open to **all abilities**.
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5. Payment Policy

The club operates a **yearly membership model**, covering a minimum of **42 weeks** of badminton per year.

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 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
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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 or 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

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 **3 months**
- Existing members are renewed after **12 months**
- Members may upgrade to “Complete Membership” at their own cost

Being a member of Badminton England has many benefits. 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

13. First Aid

A first aid kit is available during sessions.
Members use it at their own risk unless the club is directly responsible for the injury.
A first aid form will be completed for any injury requiring A&E or medical 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 for Priory Witham Badminton Club

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) 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.