

Lancashire Aikikai Membership & Insurance Application Procedure

Issue: 1.8a – New membership details.

Issue: 1.9b – 2010 Membership fees. 19/2/2010

Issue: 1.9c – 2011 PI insurance update. 15/02/11

Issue: 1.9d - Data Handling, Child Protection Induction & Minor additions Feb11

Issue: 1.9e - Change of Membership Secretary – contact details changed; Coach insurance

Summary

This document outlines the procedures for completing insurance and membership applications for the Lancashire Aikikai (herein referred to as “the Association”).

General

There are effectively 5 application types that may be processed for any individual club within the Association:

1. New member on free trial (requires insurance from day one).
2. Non BAB registered visitor requiring temporary insurance to practice for one or more sessions whilst in the area (requires insurance from day one).
3. New application for full Association membership.
4. Renewal of insurance for an existing member.
5. Annual renewal of Association Membership – January each year.

Monthly Returns

Each club should accumulate all applications and return them to the Membership Secretary once a month, on or before the 25th of the month, with the relevant fees and accompanying information. Any applications received after this date will be processed in the following month. Returns may include one or more copies of forms APP1, INS1 and REN1 (explained in later sections). A master copy of each of these forms will be provided to all clubs. All forms are available from the Membership Secretary in Microsoft Word format, or downloadable from the Association website at <http://www.lancashireaikikai.org/members/secretary.html>

Insurance Summary

The BAB determines that anyone stepping onto the mat to practice Aikido requires insurance cover. The Association can only issue BAB insurance certificates to current members of the Association. Insurance is valid from the time a fee has been paid to a club for full or temporary membership of the Association.

If ANY visitor has valid insurance cover, either from another Aikido organisation or insurance that covers martial arts, and the insurance is provided in their country of residence, then it will be recognised by the BAB. They must provide evidence of cover before commencing practice.

BAB insurance is valid for one year, or until the individual is no longer a member of the Association, or any other BAB recognised organisation. Association membership is renewed annually in January, providing a member renews; a new insurance certificate valid for one year will automatically be provided when the existing certificate expires.

Procedures

1. New members on free trial.

This section is for individuals looking at starting Aikido and joining a dojo belonging to the Association. As the individual is looking at joining the Association, we will provide temporary membership and insurance for 1 month, for a fee of £4. The fee applies to both under 18 and senior students. The student should complete form APP1 before practice on day 1 (See Appendix 3). The club will provide name, address and health details only, to the Membership Secretary, by e-mail, fax, phone or letter as soon as possible, but will retain form APP1 and the membership fee until the individual has completed their trial period. The club should mark £4 beside "1 Month" on the form.

A photograph is not required for temporary membership, however the student must provide 1 passport sized photograph by the end of the trial period should they wish to take out full membership of the Association.

Form APP1 should be completed in block capitals for ease of reading. The individual, or parent/ guardian in the case of under 18's should sign the form; attention should be drawn to the disclaimer details at the bottom of the form. Additional information is required from parents or guardians of those under 18 and material also needs passing to them and the child or young person. See Appendix 6 & 7 (Form CP-1 and Proforma CP-2)

Upon notification, the Membership Secretary will make a record of the individual's details for insurance purposes and issue a BAB certificate in the individual name valid for 1 year. The certificate will be sent to the club. The club will hold the certificate until the trial period finishes.

Individual decides not to join the Association after trial period.

If the individual decides not to join the Association, the individual's name, address and health details should be noted on form INS1 (see Appendix 3). The form and temporary membership fee will be returned to the Membership Secretary with the monthly returns on or before 25th of the month. The individual will cease to be a member of the Association and their insurance will lapse. The Membership Secretary will not add the individual to the Association database; consequently the insurance will not be renewed when it expires.

The club will pass the certificate onto the individual as the individual may decide to join another BAB recognised organisation. It should be noted and the individual informed, that their membership of the Association has lapsed and the certificate will only be valid if they subsequently join a new BAB recognised organisation. See Appendix 5 for a sample letter that can be added to your own club letterhead. The club retain form APP1 for their own records, for a minimum of 1 year. This form does not need to be sent to the Membership Secretary.

Individual decides to join the Association.

The club should complete Form APP1 and return it to the Membership Secretary (See section 3).

2. Non BAB registered visitor requiring temporary membership/ insurance.

This section is for visitors that do not have any insurance cover, who only intend training with our clubs for a short period of time. The Association will provide temporary membership including BAB insurance, valid for 3 months. The fee for this, payable by all visitors will be £5. The fee applies to both senior and under 18 students.

The student should complete form APP1 on day 1 (See Appendix 3). The club will provide name, address and health details only, to the Membership Secretary, by e-mail, fax, phone or letter as soon as possible, but will retain the form and membership fee until the individual has completed their temporary period. The club should mark £5 beside "3 Months" on the form.

The form should be completed in block capitals for ease of reading. A copy of the form should be sent to the Membership Secretary with the monthly returns. The temporary membership fee should be sent with the form (A passport photo is not required for temporary membership).

Upon notification, the Membership Secretary will make a record for insurance purposes and issue a BAB certificate in the individual name valid for 1 year. The individual will become a temporary member of the Association for 3 months; they will be added to the Association database. They will not however be provided with an Association membership book. The certificate will be sent to the club. The club will hold the certificate. The individual Association membership will lapse after 3 months, unless the individual becomes a full member of the Association. If the individual decides not to join the Association, the club will pass the certificate onto the individual as the individual may decide to train with another BAB recognised organisation. It should be noted and the individual informed, that their membership of the Association has lapsed and the certificate will only be valid if they subsequently join a new BAB recognised organisation. See Appendix 5 for a sample letter that can be added to your own club letterhead.

UK visitors can be offered full membership of the Association at the pro-rated membership rate in place of temporary membership. In doing this, they will receive an Association Members book and 1 year BAB insurance cover.

3. New application for full Association membership.

Once an individual decides to join the Association, a new application form App1 must be completed, and sent to the Membership Secretary with the monthly returns (see Appendix 2). The individual will pay the balance between the temporary membership (1 or 3 month), and the pro-rated membership fee valid at the time they complete the application form. The form MUST be completed in full and be accompanied by 1 passport photograph and the relevant fee (pro-rated Association subscription, this will include the previously paid temporary membership – see Appendix 1).

The personal details section, emergency contact section and personal health disclosure, sections MUST be completed in full, in block capitals, and signed by the applicant or parent/guardian in the case of Under 18's. Please ensure that this is legible for transfer into the database and scanning.

The club should complete their section in full by adding the number from the individual's insurance certificate and completing the relevant fees paid.

All forms will be scanned and held digitally. Paper copies will not be retained once the form has been processed.

Incomplete or illegible forms will be returned to the club.

The Membership Secretary will add the individual to the Association database and produce an Association membership book. The book will be sent to the club, who will add the insurance certificate and pass it to the individual.

4. Annual Renewal of Insurance for an existing member.

Providing a member is current, a new insurance certificate will automatically be provided by the Membership Secretary in the month that their current certificate expires. All renewals will be issued to each club at the beginning of a month. The club will issue the certificates to the individuals for inclusion in their Association member's book.

~~Instructor insurance cover is always renewed on the 28th February each year. A new Perkins Slade application form must be completed in full for each instructor and returned with the appropriate fee (see appendix 1) to the Membership Secretary. Forms must be received by 20th February each year.~~

5. Annual renewal of Association membership – January each year.

All members of the Association are required to renew their membership in January of each year. Each club should ensure that all members have renewed. Names, and any change of address, health details or grade should be recorded on form REN1 (see sample in Appendix 4) or equivalent. The form and all fees should be returned to the Membership Secretary by the 25th January.

Clubs should make sure their Club records are up to date at this opportunity including next of kin information

For any member not renewed, their membership of the Association will lapse and their insurance will become invalid.

Previous members returning at a later time will become current members again upon payment of the full annual membership fee. They will be required to complete a new copy of form APP1 to ensure that all records are up to date. A copy of the new form should be sent to the Membership Secretary.

Note: Membership is valid until the 25th January the following year by which time renewal must have taken place. Membership is effective by payment of the renewal monies paid to a Lancashire Aikikai Club and the handing over of any supporting material (if any). Similarly new memberships of the Aikikai are valid from acceptance of membership fees by an Aikikai Club. Clubs should process any monies or other requirements such as photographs without delay to validate the fees accepted.

6. Dojo / Venue insurance – Clubs are required to have in place public liability insurance through the BAB which is placed through the Lancashire Aikikai. This insurance covers club officials, any committee and any instructor and the premium payable is based on the number of dojo venues.

The Aikikai is required by the British Aikido Board to declare to its clubs and their operating venue. See their Appendix C in their Insurance Guidelines.

DATA PROTECTION

Information supplied will be held by the local club / Aikikai / Governing Body, securely, and will only be used for Club, Aikikai and Governing Body and not given to external parties. Data Protection Act 1998 principles are applied. It will never be sold or passed to unconnected third parties. It is only passed to officers who have a legitimate need for that information.

More details about Data Protection and Data handling appears on the Aikikai's website

APPENDIX 1

Lancashire Aikikai New Membership fees

The fee for new membership of the Association is pro-rated depending on the time of year a student applies to join. The following table outlines the various pro-rata fees payable for temporary and permanent membership of the Association. This fee includes BAB insurance valid for one year, or for the period that they are a member of the Association, whichever lapses first.

Temporary Membership			
Senior		Under 18 Concession – Retired, unemployed & Students	
Non BAB temporary visitor valid for 3 months	£5	Non BAB temporary visitor valid for 3 months	£5
Prospective student on trial period valid for 1 month.	£4	Prospective student on trial period valid for 1 month.	£4
Full Membership			
Senior		Under 18	
January	£22	January	£13
February	£20.50	February	£12
March	£19	March	£11
April	£17.50	April	£10
May	£16	May	£10
June	£14.50	June	£9
July	£13	July	£8
August	£11.50	August	£7
September	£10	September	£7
October	£8.50	October	£6
November	£22	November	£13
December	£22	December	£13
<p>If an individual decides to become a full member within a month of paying temporary membership, they pay the full membership rate at that time less the temporary fee they have already paid.</p> <p>E.g. A senior student signs up for 1 month in May, they pay £4 for temporary membership which should be noted next to “1 month” on form APP1. They decide to apply for full membership in June, they then pay an additional £10.50 which should be noted next to “Full” on form APP1, being the difference between the pro-rated fee and the temporary fee already paid. £14.50 should be noted next to “Amount” on form APP1 prior to returning the form to the Membership Secretary.</p>			
<p>New members joining in November and December pay a full years membership, this will give them 14 months membership until the end of the following year.</p>			
<p>BAB Instructor Insurance / <u>Venue insurance</u></p> <p><u>All Clubs are now required pay a single sum of £55.50 per dojo venue by 28th February. This covers the club officials, committees and instructors operating at that venue for the succeeding 12 months.</u></p> <p><u>Specific Coach / instructor insurance is now bundled this way.</u></p>			
<p>All fees are liable to change from time to time. This table will be updated as required.</p>			

Attach Photo
Here

APPENDIX 2
Sample Form APP1

Lancashire Aikikai
Application for Aikikai Membership and British Aikido Board Registration Certificate
This form MUST be completed in block capitals.



Full Name:
Address:
Postcode:
Phone Number (full STD code):
Email Address:
Date of Birth:
Emergency Phone No.
Emergency Contact Name:
Relationship:

Club:
Where did you hear about the club?

Information Leaflet
Internet & which site?
Word of mouth & whom?
Other....Please specify.
Tick one and give details
.....
.....
.....

Visitor / New member
Senior / Under 18
Previous Martial Art & Grade?
What?

Please disclose any health problems or disabilities that might affect your practise such as diabetes, asthma, heart problems, respiratory problems, fits, blood disorders, previous injuries etc.

Full disclosure is important for insurance purposes and also for your own well-being. Benefits are not payable for pre-existing injuries or if practise is against medical advice. Fuller details concerning cover can be obtained via the Club Leader / Instructor. Benefits are restricted for certain age groups.

I acknowledge that Aikido is a Martial Art. I have disclosed above all problems or disabilities and obtained medical advice to practice Aikido as necessary. I wish to become a member of the Lancashire Aikikai and agree to abide by its rules and constitution. Information about me will be held by the local club / Aikikai / Governing Body but will only be used for Club, Aikikai and Governing Body purposes and not given to external parties. Data Protection Act 1998 principles are applied. The Aikikai has a Data Handling Policy see its website. Your emails address will be used by your Club and the Aikikai to send you information. You may unsubscribe at anytime.

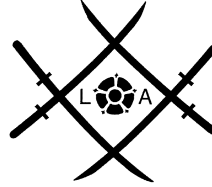
Signed (If under 18 – signed by parent, guardian or responsible adult on behalf) Date:

To be completed by the club	1 month	3 month	Full	Amount £	Photo Y / N
	BAB Number	Expiry Date	Signed		Date

For club leader / secretary – This completed form must be dispatched to [Sam Wilson 24 Ewan St Gorton Manchester M18 8WS](#) no later than the 25th of the month in which it has been completed.

The fee is that currently required by the Lancashire Aikikai. On receipt of this form, the correct fee and one passport size photograph, a membership book will be issued. Cheques sent to the Membership Secretary should be made payable to The Lancashire Aikikai.

APPENDIX 3
Sample Form INS1



Lancashire Aikikai Insurance Applications

Club: Stockport

Month: January

Date	Name	Address	Temporary Membership Fee
1/1/10	Bryan Bateman	4 Newby place, Emerson Valley, MK4 2NP	
3/1/10	Bill Bloggs	1 This Street, This Town, MN1	

This form is a record of individuals that have taken temporary membership of the Association for 1 month, but not extended to full membership

APPENDIX 4
Sample of Form REN1



Lancashire Aikikai Annual Membership Renewals

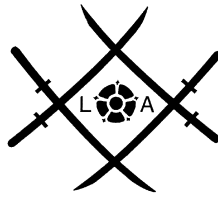
Club: Stockport

Year: 2010

Name	Fee	Change of details (contact information, health, grade etc.)
BRYAN BATEMAN	£16	N/A
BILL BLOGGS	£10	Dislocated knee during Xmas.
Phil Smith	£22	Now 3 rd Kyu grade by Mr Spence 16/2/11; now moved to 17 Spring Close, Long Ashton WQ1 3WS

This form must be returned to the Membership Secretary by 25th January each year. (Club should check annually the next of kin information they hold for club purposes)

APPENDIX 5
Sample Insurance Certificate Cover Letter



Stockport Aikido Club

Dear

I am writing to inform you that your temporary membership of Stockport Aikido Club and the Lancashire Aikikai has now expired. Consequently, the insurance cover provided by the BAB has also lapsed. You will not be able to practice Aikido again without valid insurance cover.

Please be aware that your BAB insurance certificate is only valid whilst you are a member of a BAB recognised organisation.

I have enclosed your certificate which expires on . This certificate will only become valid again should you join a BAB recognised organisation, before the expiry date on the certificate.

Should you wish to continue practicing Aikido with Stockport Aikido Club, please don't hesitate to come and see us.

Yours sincerely

For and on behalf of Stockport Aikido Club.

APPENDIX 6 New Appendix Child Protection Requirements for those under 18

The Lancashire Aikikai follows the BAB Child Protection Policy. In that policy there are Appendices that Clubs must follow.

At the time that APP1, the usual membership form is completed Form CP1 which is shown in Appendix 7 must be completed for Club records and retained to record the additional information and necessary consents needed for someone under 18.

You should check annually for members that this additional information remains current.

At the same time that both the above forms are completed - information should be passed to both the student who is under 18 and their parent or guardian. This is set out in Appendix 11 of the BAB Child Protection Policy and reproduced below. What is important is that the information is passed out that can in differing format including a "Welcome pack or booklet"

JOINING A CLUB SUGGESTED WELCOME LETTER TO PARENTS & CHILDREN

Parents

The letter should include information that the club has the following policies and where it can be accessed:

- Child welfare.
- Anti bullying policy and where it can be obtained.
- Details of what to do if they have a concern regarding child welfare.
- Club transport policy.
- Equity policy.
- Club Disciplinary policy.
- Training policy – including the level of teacher and adult assistants "physical contact" with the child.

The letter should include names and contact details of the club Welfare Officer, the club Instructor and the club Secretary. The letter should also include the following statement:

That the club, Aikido Association and the BAB are committed to good child welfare policies and practice; has a Child Safeguarding Policy and child welfare disciplinary policy – and details of where that can be obtained; i.e. BAB website www.bab.org.uk

Club training information

- Details of training times.
- Details of competitions (if applicable).
- Details of the club training squad decision making and procedure by which any parent can question.
- If not satisfied they should approach the

Useful websites for parents and children

1. Kidscape – have a helpline and downloadable leaflets on what to do if your child is being bullied. www.kidscape.org.uk
2. NSPCC – [Help for adults](#) Worried about a child? Call the NSPCC Child Protection Helpline on 0800 800 5000.
3. Childline – [Help for children and teenagers](#) Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential. <http://www.childline.org.uk>

4. www.culture.gov.uk Help keep your child safe in sport. A child protection leaflet for parents. Downloadable or your club WO will have a copy.
5. Child Protection in Sport Unit Telephone 0116 234 7278 Have useful downloadable document on <http://www.thecpsu.org.uk/> which includes:
 - Club safety list for parents.
 - Protecting your child by listening.
 - How you can help make sport safe.
 - Setting the right example.

Participants under 18 – Suggested Letter from the Club (CWO or other Officer)

Dear _____ ,

Welcome to the _____ club. We hope you will have an enjoyable and happy time as a member of our club, that you make many new friends and enjoy training (and competing) with us.

Your parents have been given details of information available to you as participants and them as parents. Please ask them to share that with you.

We are a club affiliated to the _____ Association and are committed to help you achieve to a standard that is appropriate to your potential. The coaches are here to help you reach your potential and have been trained to do so in a safe and proper manner.

If you have a concern about your training please speak to your coach. If you feel unable to do this please talk to your parents who will be able to raise the concern for you.

The club has a Child Safeguarding policy. The club Welfare Officer will have a copy of this/a copy can be obtained from the club website. The club is committed to your welfare and if you are concerned about any aspect of what is happening to you while you are at the club, either due to the behaviour of adults or other children, you can speak to your parent, the Club welfare officer, the coach or any other adult you choose. The Club Welfare Officer will help you and your parents deal with the concern appropriately.

Your club Welfare Officer is _____
Or you can find the welfare officers name and details on the notice board/on the website.

If you wish to speak in confidence to someone outside of the club or your family the following organisations are available

Kidscape – have a helpline and downloadable leaflets on what to do if you are being bullied:
www.kidscape.org.uk

Childline – [Help for children and teenagers](http://www.childline.gov.uk) Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.

Your club does not condone bullying of any kind, by adults or juniors, and has an anti bullying policy. You can ask your Welfare Officer or parents to get you a copy of go to the BAB website: www.bab.org.uk

We expect all our members to behave in an appropriate manner to their coaches, all club helpers, fellow participants and all adults and children you have contact with in training (and competitions). We have a code of conduct that you and your parents will be asked to sign and return to the club. If you are unsure about any aspect of the code of conduct please feel free to ask _____.

We hope you will have a very happy and successful time while a member of the club.



Lancashire Aikikai

Child Protection Form CP1

Additional information needed for young people below 18
years



Name of student:

Print in block capitals

To be completed by Parent, guardian or responsible adult

IF THE STUDENT IS UNDER 14 OR IF AN OLDER STUDENT WILL BE COLLECTED FROM CLASS

Names of all adults who may bring your child to aikido or collect from aikido including yourself

Name	Relationship	Address	Phone	*

If no one attends to collect your child at the end of the class – who should we contact? Tick in column marked *

I agree that my child can leave the aikido class unaccompanied. #

OR

I agree that my child will wait in the training room until picked up by one of the named people on this form. #

Delete one option leaving the option applicable that you want #

FOR ALL UNDER 18s

I confirm that if my child is injured during a class, I consent to the administration of first aid by a trained Aikido teacher, First Aider or helper. In an emergency or if you cannot be contacted within a reasonable time, I consent to my child being taken to hospital for treatment.

I confirm I've received a copy of an information sheet explaining child protection including contact details and phone numbers.

Lancashire Aikikai restricts photography to prevent intrusive and inappropriate images being obtained. On that basis I consent to photographs being taken in accordance with the policies.

The information you give above will be held by the club and will only be used by the Club & Aikikai and not given to external parties.

Signed _____

Relationship to Child or Young Person _____

Date of signature _____