



Multi Sports Club

www.multisportsclub.org.uk

Reg Charity No: 1109962

On behalf of the Multi Sports Club I would like to welcome you to the club, which provides opportunities for people with learning disabilities aged 16 + to receive coaching in a variety of different sports.

The club has been awarded Sport England's Clubmark, which is an acknowledgement that we are striving to provide a high quality and welcoming environment for our club members. We are also a registered charity, and affiliated to the Royal Mencap Society.

You will be working with a group of up to 12 club members, supporting a coach and there may be other volunteers in attendance. There will be some committee members/parents/carers/support staff who stay to supervise sessions and will take responsibility for club members needs such as escorting to toilet, ensuring they leave with a responsible adult, etc. Other adults may also stay to observe sessions.

We are attaching an information pack for you and ask that you complete the following forms for us:

- Volunteer agreement form – 1 copy to be signed and returned to the club, 1 copy to be retained
- Membership form - Please complete this to ensure that we have emergency contact details for yourself and are aware of any other issues that may be relevant.

The club membership form can also be downloaded from our web site. For safety it is important that the club is informed of any medical condition or allergies that may be relevant, and emergency contacts should you fall ill or be involved in an accident while at the club.

We will securely store your name, contact details and relevant medical information whilst you are attending our sessions in order to contact you from time to time regarding other activities and information which may be of interest to you as a member, or the parent/carer of a member. We also store a paper master copy of the membership form, copies are held in the file for each session members attend, so details like emergency contact details are always available if needed.

We also store all the data from the membership forms electronically in a secure password protected database. This data is only available to the Management Committee and Sports Coaches to enable the day to day running of the club.

If you stop attending sessions and leave the club, all your membership details will be deleted from our database.

We may, with your consent, retain your email address to keep you informed of future club activities or any other opportunities that maybe of interest. You can notify us if you wish to be removed from our database at any time.

We never share or pass on your details to any third-party organization without your permission. If you have any queries on this matter, please do not hesitate to ask a committee member.

Our policies are available on our website www.multisportsclub.org.uk but printed copies can be supplied if you don't have access.

Child/young person and vulnerable adult protection policy. Our club Welfare Officer, *Sarah-Jane Davies* is responsible for ensuring that our policy is implemented, and can be contacted on 07810 867309 should you have any concerns.

Thank you for agreeing to volunteer with us, we look forward to working with you in the future. We really appreciate you giving up your time to help us out, and hope you will enjoy working with us too.

Yours sincerely,

Signed:

Date:

Name:

Position:

Reviewed Mar 2023