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**Staff Social Club Membership Application Form**

Standard Staff Social Club Membership entitles you to access to all our latest events and offers.

You can then add on lottery entries in multiples of 2 for 50p per lottery entry. Please view the table at the bottom of the page for more detail on the membership pricing.

You can join our staff gyms for **£10.00 per month**, they are open 24 hours 7 days a week and this gives you access to both Freeman and RVI sites.

**If you are already a Staff Social Club Member, please only complete pages 3 & 4 to join the staff gyms.**

|  |  |  |  |
| --- | --- | --- | --- |
| Assignment Number |  | Work Email Address |  |
| Title |  | Personal Email Address |  |
| Full Name |  | Work Contact Number |  |
| Job Title/ Site |  | Personal Contact Number |  |

|  |
| --- |
| **SMILE Lottery Entries:** You can have up to **12** entries into the SMILE lottery.  You can purchase them in multiples of 2 for 50p per entry each. Alternatively, you can opt out of the lottery to have the standard Staff Social Club membership.  **Please tick the box in the table below of the membership you would like to apply for.** |

|  |  |  |
| --- | --- | --- |
| Membership Type | Monthly Payment | Tick The Membership You Are Applying For |
| **Standard Membership (opt out of lottery)** | £2 membership = **£2 total** |  |
| **Standard Membership** | £2 membership + 2 x 50p lottery tickets = **£3 total** |  |
| **Membership with 4 lottery tickets** | £2 membership + 4 x 50p lottery tickets = **£4 total** |  |
| **Membership with 6 lottery tickets** | £2 membership + 6 x 50p lottery tickets = **£5 total** |  |
| **Membership with 8 lottery tickets** | £2 membership + 8 x 50p lottery tickets = **£6 total** |  |
| **Membership with 10 lottery tickets** | £2 membership + 10 x 50p lottery tickets = **£7 total** |  |
| **Membership with 12 lottery tickets** | £2 membership + 12 x 50p lottery tickets = **£8 total** |  |

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| **Bank Staff or Not Paid Directly by NUTH?**  Please note, if you are a member of Bank Staff or are not paid directly via NUTH for example, if you are employed via the LET please contact us via email as we will need to forward direct debit forms on to you for you to set up payment for your membership. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration**  By signing the below, I am authorising for the deductions to be made from my salary and have read and agree to abide by the rules of the Staff Social Club outlined below and in the operational policy. | | | |
| Signature |  | Date |  |

If you are sending this form via your own work email address, you can type your signature. You only need to send a wet signature when sending in the post or asking a colleague to send on your behalf.

Please note: The SSC Administrator will be in touch to let you know that your Application Form has been processed & what the next steps will be and when your deductions will start.

|  |
| --- |
| **If you would like to join our staff gyms, please also complete and return pages 3 & 4** |

**Staff Social Club**

The Newcastle upon Tyne Hospitals NHS Foundation Trust

1st Floor, Regent Point

Regent Farm Road, Gosforth, Newcastle upon Tyne

NE3 3HD

🕿0191 28 24047

🖂nuth.staffsocialclub@nhs.net

🖳www.benefitseveryone.co.uk/events

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**Staff Social Club Membership: *Terms and Conditions***

Please see below the terms and conditions of your membership and some of our most frequently asked questions. Please note that all of the rules can be found in our operational policy on the committee page of our website. [Click here to view the operational policy](https://www.benefitseveryone.co.uk/staff-social-club/committee)

**General**

1. Membership to the Staff Social Club is expected to be for a minimum of 12 months and membership to the Fitness Centres is expected to be for a minimum of 3 months.
2. By applying to be a member of the SSC you agreed to follow the rules of membership outlined in the operational policy.
3. Membership of the SSC is exclusive to staff who meet any of the following criteria:

* Paid substantive employee of The Newcastle upon Tyne Hospitals NHS Foundation Trust – via salary deduction
* Non-Executive Directors of The Newcastle upon Tyne Hospitals NHS Foundation Trust – via salary deduction
* Fixed term employees of The Newcastle upon Tyne Hospitals NHS Foundation Trust – via salary deduction
* Staff Bank employees of The Newcastle upon Tyne Hospitals NHS Foundation Trust – via Pay360
* Locum employees of The Newcastle upon Tyne Hospitals NHS Foundation Trust – via Pay360
* Employees seconded into or out of The Newcastle upon Tyne Hospitals NHS Foundation Trust – via salary deduction
* Employees who are paid directly by The Newcastle upon Tyne Hospitals NHS Foundation Trust but salary is funded elsewhere – via salary deduction

1. If you do not meet the criteria above, your application will be rejected.
2. Membership fees are collected directly via payroll from the member’s salary for staff paid via the Trust payroll. For other staff, eligible for membership, but not paid via the Trust payroll, and for temporary staff, payment must be made via direct debit for a minimum of 3 months. Other payment options for staff eligible for membership, but not paid via the Trust payroll, and for temporary staff may be considered on a case by case basis.
3. The SSC Committee reserves the right to review and amend the membership fee at any time and will provide members with due notice of this change.
4. Membership of the SSC costs £2 per month. This entitles members access to all benefits of the SSC.
5. Members have the right to opt out of the lottery if they wish. If members wish to opt into the lottery, tickets are priced at 50p per ticket and must be purchased in multiples of 2. Members can have a maximum of 12 tickets in total. Funds raised by lottery tickets will be directly placed into the lottery prize fund.
6. For those members who choose not to partake in the SMILE Lottery, their membership fee will go directly into the SSC funds.
7. The SSC Committee reserve the right to reject any application for membership and will provide an explanation for rejection.
8. Membership and access to the benefits of the SSC are not transferable to any other person.
9. As a general rule, the consumption of alcohol on the Trust’s premises is forbidden, although there may be occasions when, by prior arrangements with the Committee and the Trust Senior Management, this may be permitted at specific and pre-agreed events.
10. In addition to the rules specified by the SSC, members are expected to comply with the general standards of behaviour outlined in the policies of the Newcastle upon Tyne Hospitals NHS Foundation Trust and failure to do so may result in the Trust’s disciplinary procedure being instigated.
11. The Committee reserves the right to terminate the Staff Social Club membership of any individual found to be in breach of Trust policy and or the SSC regulations.
12. Cancellation of membership must be made in writing to the Administrator using the cancellation form which is available from the Staff Social Club Administrator. Cancellation of Pay360 monthly scheduled payment at a bank with no prior notice to the SSC will result in immediate termination of Membership and access to the Fitness Centre if applicable.
13. Members failing to pay their membership fees without prior notice or arrangement will have their membership revoked with immediate effect.
14. Staff due to leave employment of the Trust must submit a cancelation form prior to their last working day within the Trust.
15. Staff who return to the Trust under the ‘Flexible Retirement’ arrangement will be required to re-apply for membership if they wish to continue.
16. The lottery is usually drawn on the 10th of each month. Winners will be contacted via email and the results are posted online.

**Booking Events**

1. Full terms and conditions of booking and cancelling events can be found on your booking form prior to submitting your application. Once you apply for an event to the SSC, you are agreeing to the terms and conditions.

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**Staff Fitness Centre: Health & Safety Declaration & Waiver Form**

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| **Please start by viewing our virtual induction:** [**https:\\view.pagetiger.com/fitness-centre-induction-pack/draft**](https://view.pagetiger.com/fitness-centre-induction-pack/draft) Unfortunately, we do not conduct in person inductions for the fitness centre. **If you are a member of Bank Staff or are not paid directly via NUTH please inform us via email as you will need to set up a direct debit to pay for your membership.** |

|  |  |  |
| --- | --- | --- |
| Fitness Centre (RVI/Freeman or Both) | Payroll Number | Full Name |
|  |  |  |
| Date of Birth | Department | Contact Number |
|  |  |  |
| Home Address | | |
|  | | |
| Next of Kin | Relationship | Contact Number |
|  |  |  |
| GP Surgery | GP Name | Contact Number |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Official Disclaimer**  There are very few circumstances in which exercise could be anything but beneficial to your health. However, the Fitness Centre is not permanently staffed and there are no facilities for professional fitness assessment. Therefore, in the interests of your own welfare and personal safety, if your suffer from a heart condition, respiratory disorder, other illness or disease, it is strongly recommended that you contact your General Practitioner for advice before undertaking any form of exercise in the Fitness Centre. Having read and understood the implications of this statement, all applicants must sign the following disclaimer before their application can be processed further.  *I understand that the Fitness Centre is not permanently staffed and agree to assume all personal risk associated with using the Fitness Centre facilities. I further agree to the extent permitted by law, to hold blameless the Newcastle upon Tyne Hospitals NHS Foundation Trust and all those associated with the Fitness Centre, in the event of personal injury or death, accidental or otherwise. Furthermore, I agree to be entirely responsible for any loss or damage to personal belongings, no matter how caused, arising from using the Fitness Centre.* | | | |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Virtual Induction Programme Declaration**  Before using the Fitness Centres, all members must have read and understood the virtual induction pack provided to each member; including but not limited to the following subjects:   1. Health & Safety 2. Gym Etiquette 3. COVID-19 measures 4. Freeman Hospital Fitness Centre 5. RVI Fitness Centre 6. FAQ’s   *By signing the below, I declare that I have read and fully understood the contents of the virtual induction pack that has been provided to me. With the inclusion of all Health & Safety measures, gym etiquette and familiarisation of both Freeman and RVI Fitness Centres. I agree to comply with all regulations associated with the Fitness Centre.* | | | |
| Signature |  | Date |  |

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**Staff Fitness Centre: Exercise Pre-Screening Questionnaire**

This is to be complete in preparation for physical activity. It is important that you disclose ALL if your existing medical conditions as part of your Fitness Centre Induction. Memberships cannot be processed without a fully completed form. The Staff Social Club will hold all of the information in the strictest of confidence. This questionnaire does not provide medical advice in any form and does not substitute advice from appropriately qualified professionals.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Have you ever had any injury, illness, back or joint condition that you may feel could be aggravated by exercise? | | | | | | | | Yes / No | |
| 2. Have you ever had Asthma, Diabetes, Epilepsy, Hernia, Dizziness, Gout, Circulation problems, Arthritis, or an Ulcer? | | | | | | | | Yes / No | |
| 3. Have you ever had a Heart Condition, Stroke, Palpitations, Murmurs, or pains in the chest? | | | | | | | | Yes / No | |
| 4. Have either of your parents or brother/sister had any heart problems prior to the age of 60? | | | | | | | | Yes / No | |
| 5. Are you pregnant or recently given birth? | | | | | | | | Yes / No | |
| 6. Are you taking any prescribed medicine? | | | | | | | | Yes / No | |
| Is there any other condition not mentioned in the above that we need to know about to ensure your own safety when using the Staff Social Club Fitness Centres? | | | | |  | | | | |
| **If you have answered yes to any of the above questions or you are not sure, please contact your GP before partaking in any form of exercise. If no, please answer the remaining questions.** | | | | | | | | | |
| Do you currently participate in regular exercise? If yes, please state. | | | | |  | | | | |
| How would you describe your current physical condition? | | | | |  | | | | |
| What are the main benefits you aim to achieve from exercising? | | | | | | | | | |
| Weight Loss | Fitness Improvement | Increase Size | Muscle Tone | | | Sports Specific | Good Health | | Stamina |
| If **any** of the above information change, please inform the Staff Social Club immediately. | | | | | | | | | |
| **I declare that to the best of my knowledge, the information given is correct and I know of no reason why I should not participate in physical activity.** | | | | | | | | | |
| Signed | | | | Date | | | | | |

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