

BACK FOOTBALL & RECREATION CLUB

Back Community Centre, Upper Coll, Back, Isle of Lewis, HS2 0LS



Tel: 01851 820745 Email: backfrc@gmail.com

Charity No.: SC032761 VAT Reg No.: 596 7628 71



Corporate Membership Application

Becoming a corporate member of BFRC will allow your group to access equipment and services normally restricted to BFRC members. This includes, but is not limited to, the use of the BFRC minibus.

There is no fee to become a corporate member.

To be eligible your group should meet the following criteria:

- 1) Be based in or primarily provide services to the residents of the Loch a Tuath Ward (Tong to Tolsta).
- 2) Be not for profit.

Completed forms should be submitted by email to backfrc@gmail.com or posted to the address above.

Club/Group/Organisation
Name:
Address:
Telephone:
Email:
Please tell us briefly about the work of your group/club/organisation: (e.g. How many members/clients/volunteers do you have, what ages do you work with, what services do you provide).
Main Contact
Name:
Address:
Telephone:
Email:
Please sign me up for the BFRC monthly what's on newsletter Yes /No

Approved Minibus Drivers

Please confirm the names of any persons from your club that you would like to authorise to drive the minibus and whether they are a volunteer or paid member of staff. (Additional drivers can be added at a later date. Drivers must be aged 25-75 and complete a declaration form before driving).

Driver's Name	Volunteer or Paid Staff?	Office Use Only							
		D.O.B.	MIDAS	Licence No	Motoring Convictions	Accidents/ Claims	Policies Cancelled	Medical Conditions	Other criminal convictions/

Please tick each statement and sign below to confirm you have read and understood each of the following terms of use for the minibus. Please note that a breach of any of these terms will invalidate your insurance and result in the immediate termination of your corporate membership.

- Corporate members are required to provide volunteers to help run an annual fundraiser event to cover minibus insurance, cleaning and servicing costs.
- Corporate members are not permitted to charge passengers in any form for journeys using the community minibus.
- Paid employees must have a valid MIDAS certificate to drive the minibus. (n/a for volunteers)
- It is the responsibility of the main contact listed above to ensure that a driver declaration has been submitted to us and that we have confirmed with you that your driver is approved and insured to drive the minibus well in advance of your booking.
- You must include plenty of time in your booking to allow any new drivers to be given an induction to the minibus before leaving the premises at the start of your booking.
- All reservations must be done online at: <https://www.picktime.com/backcommunityminibus>
- By booking with us you are consenting to our sharing your information with the NHS and CNES if requested as part of the Test and Protect Scheme.
- You must ensure that the minibus is returned on time, refuelled and clean and tidy.
- You must report any losses, breakages, damage, immediately to backfrc@gmail.com 07497925905

Signed: _____ Print name: _____ Date: _____

Your driver/group leader will also be asked to confirm they agree with the following statements at handover on the day of use.

Driver statements:

- I have seen the copy of the insurance schedule in the glove box.
- In the event of an accident I will notify BFRC immediately on 07497925905. I should also contact the police. I must not admit to, negotiate on or refuse any claim.
- I am the only person permitted to drive the minibus and I must not permit anyone else to drive it.
- I must not leave the minibus unlocked, windows/roof panel left open or the keys left in or on the vehicle.
- By taking possession of the minibus I am certifying that I am capable of using it in a safe and proper manner.
- I am aware that BFRC, its volunteers, members, and employees claim no expertise and make no representation concerning the fitness of the minibus and that it is my responsibility to check it visually to ensure the vehicle is safe to use before I do so. If the minibus becomes unsafe or in a state of disrepair, I will immediately discontinue use and notify BFRC.
- I confirm that the information that I have provided on the driver's declaration is current, true, and correct. I understand that should any information provided by me prove to be incorrect this would invalidate any insurance and could result in criminal prosecution.

Additional Driver/Group Leader Statements:

- It is my responsibility as group leader to ensure that the minibus is returned on time, refuelled and clean and tidy. The minibus is due back at _____ (insert time).
- I will report any losses, breakages, damage, immediately to backfrc@gmail.com 07497925905
- On behalf of the Corporate Member listed over I agree to pay for the loss of or damage to the minibus and further agree to accept the BFRC's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total.
- I agree not to charge passengers in any form for journeys using the community minibus.
- I acknowledge that whilst using the minibus we are representative of the BRFC and agree to adhere to the club's code of conduct for behaviour.
- I have read and fully understand my additional responsibilities relating to COVID Security.

IMPORTANT INFORMATION REGARDING COVID 19

We have implemented a number of measures to reduce the risk of COVID contamination at the centre. In order for us to operate safely we need your cooperation in implementing these measures. Please take a few minutes to make sure you understand your individual responsibilities as the named contact for your booking and if you have any questions or concerns contact us immediately. 07497925905. backfrc@gmail.com

As the lead for your booking you will be responsible for:

- Keeping a record of all passengers (and their contact details) for each journey to aid Test & Protect.
- Wiping down the minibus at the end of your booking using the cleaning equipment provided.
- Making sure all equipment/personal belongings are removed from the minibus at the end of the session.
- Planning your use carefully to avoid close contact where possible.
- Reducing the number of passengers to comply with the current Scottish Government guidance on physical distancing.
- Leaving windows/doors open, where possible, to allow additional ventilation and reduce touch points on entry and exit.
- Ensuring the driver and passengers wear facemasks while on board.
- Notify us immediately of any possible COVID contamination. Tel: 07497025905

In order to keep our volunteers, staff, visitors and members safe we are asking you to ensure everyone associated with your booking:

- Do not use the minibus if they have symptoms or have been in contact with a known Covid case within 14 days.
- Wears a facemask while on board the minibus.
- Uses the hand sanitiser before boarding.
- Follows Government guidance on social distancing.
- Arrives and departs promptly to avoid congestion.
- Take all their belongings with them when they leave. (Lost property will not be kept and will be destroyed).