

# **CSSC Linked Membership Scheme Description**

**1 October 2012**

# CSSC Linked Membership Scheme

## Briefing

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## 1. Introduction

The following questions and answers seek to explain the basis of the scheme and how it will operate. It seeks to address many of the questions likely to be posed by staff, volunteers and members. If there are topics and issues that are not covered, please contact CSSC centrally at [headoffice@cssc.co.uk](mailto:headoffice@cssc.co.uk).

## 2. Why CSSC Introduced Linked Membership?

The introduction of Linked Membership (LM) is intended to benefit CSSC's growth and development over the medium to longer term. The five intended benefits of the scheme are: -

- Increased overall membership
- Increased participation / activity
- Increased volunteer recruitment
- Enhanced funding stream from membership subscriptions
- Uniformity at a local level

By providing access to CSSC's programme to friends and family members on terms equitable to those of qualifying members, CSSC hopes that more people will choose to engage in CSSC's programme.

One outcome of this is that the Qualifying Member can gain greater benefit from her/his membership. This in turn enhances the contribution CSSC is making to the public sector workforce and other related employers who, increasingly, view the well-being of their staff as going beyond merely the individual offering to their employee.

## 3. How does CSSC Linked Membership work?

All CSSC Qualifying Members (see paragraph 6 below) can link up to six adult friends and family members to their own membership record.

The Linked Members are issued with a CSSC membership card. Linked Members are able to take part in CSSC events, activities and benefits as though they were full or qualifying Member (see paragraph 17 below). This includes local, regional and national levels of activity.

## 4. When was Linked Membership introduced?

Linked Membership was introduced on 1 July 2011.

## 5. Who are Qualifying Members?

Qualifying Members are those members that can join or be members of CSSC by virtue of article 3 (a) to (d) of the CSSC rules.

## 6. How many Linked Members can join CSSC?

Up to **six** Linked Members can join CSSC for each Qualifying Member.

## 7. How does a Linked Member go about joining CSSC?

Speak to the Qualifying Member to obtain their CSSC membership number and permission to become their Linked member.

You now have two ways that you can apply for CSSC Linked Membership.

Membership Form – the linked member can complete a membership form and submit this to CSSC Head Office at:

CSSC Customer Support  
Compton Court  
20 – 24 Temple End  
High Wycombe  
HP13 5DR

Tel: 01494 888 444

The form is available from CSSC Customer Support or can be downloaded from the CSSC website. Click on 'Membership', then download and print the form, complete it and return it to the address above.

Membership Online – the Linked Member can complete the necessary membership details online via the CSSC website ([www.cssc.co.uk](http://www.cssc.co.uk)). Click on 'Membership' then follow the on screen instructions. [The online technology does not currently exist within CSSC, but will be in place shortly].

#### Qualifying Member Notification

In both of the above cases, once a fully completed membership application has been received from the prospective Linked Member: -

- the membership record of the Qualifying Member will be checked to ensure that they have not already nominated six Linked Members; and
- The Qualifying Member will then be contacted (preferably by email) confirming that a Linked Membership application has been received for association with their record.

### **8. How much does Linked Membership cost?**

Each Linked Member pays the same rates of membership subscription as apply to other members. For Linked Members above the state retirement age, membership subscriptions will be 90% of the full CSSC membership subscription rate(s).

### **9. Can the Linked Members be changed during the year?**

The Linked Membership scheme is designed to provide medium to long term access to CSSC's programme of activity to friends and family members who would otherwise be excluded. It is not intended that those Linked Members taking out CSSC membership under this scheme would frequently change. If a different friend or family member wanted to join CSSC over and above the initial limit of three, the Qualifying Member would need to determine which existing Linked Member membership would cease. For such an amendment to be completed, the membership card(s) of the 'outgoing' Linked Member(s) MUST be returned in all cases. An administrative charge of £10 will be payable on each occasion that a nomination is amended and such changes will be limited to a maximum of one per year. CSSC reserves the right to waive this fee at its absolute discretion if, in its view, the circumstances warrant.

### **10. What evidence is needed to prove Linked Membership?**

When taking out Linked Membership, the friend or family member is not required to submit evidence of their relationship with the Qualifying Member.

### **11. Who pays the Linked Member membership subscriptions?**

The membership subscriptions of Linked Members will be paid to CSSC by each individual Linked Member via direct debit or credit / debit card.

**12. Do Linked Members receive a CSSC membership card?**

All members are issued with a CSSC Membership Card – Qualifying Members and all Linked Members. If Qualifying and Linked members live at different addresses, the annual CSSC membership cards will be sent to each address concerned.

**13. Do Linked Members receive Leisure Scene direct?**

CSSC issue a digital copy of Leisure Scene to each Qualifying Member and each Linked Member as both have full membership rights and information needs.

**14. Do Linked Members receive a membership pack direct?**

CSSC issue one annual membership pack to each Qualifying Member and each Linked Member as both have full membership rights and information needs. This pack includes the annual CSSC membership card for that year.

**15. Do Linked Members receive promotional CSSC emails?**

Every CSSC member, Qualifying Member or Linked Member, for whom an email address is held, will be issued with promotional CSSC emails unless they have 'opted out' from receipt of such communications.

**16. What events, benefits and activities can Linked Members take part in?**

Linked Members will be eligible to take part in virtually all CSSC programme activities as though they were Qualifying Members. This includes, amongst other things, local, regional and national events, trips, competitions and activities, CSSC teams, sporting and leisure activities and members' offers.

**17. Are there any CSSC events and activities that Linked Members cannot take part in?**

The intention is that Linked Members will be able to take part in the vast majority of CSSC's programme of events and activities. However, it is likely that there will be some activities in which Linked Members will not be able to take part. For example, some Departmental Association (DA) activity may not be accessible to Linked Members as it may take place in official premises where access to members of the public may be prohibited. Access for Linked Members in to these events and activities will be matters for respective DAs. CSSC would invite DAs to be as inclusive as possible. Whilst some restrictions such as the above and others that may apply due to legal or regulatory requirement, Linked Members will be able to enjoy almost all CSSC events, activities and benefits.

**18. Does the Qualifying Member need to be present when Linked Members take part in CSSC events and activities?**

The Qualifying Member does not need to be present when the Linked Member is taking part in CSSC events and activities. The Linked Member will have their own CSSC membership card and will be able to take part in CSSC's programme as though they were Qualifying Members.

**19. Can Linked Members become volunteers within CSSC?**

Linked Members can volunteer to undertake a wide variety of roles and responsibilities within CSSC, including roles within the various constituent bodies of the Council. There are a few notable exceptions and these are illustrated by the following:-

- No more than one officer (Chairman, Secretary, Treasurer) of any Committee, Board, Council or CSSC decision-making body shall be elected or appointed from the same membership unit – Qualifying and Linked Members combined.
- No more than one bank or equivalent account signatory of any Committee, Board, Council, CSSC decision-making or affiliate body shall be allowed from the same membership unit – Qualifying and Linked members combined. This provision also applies to accounts administered 'Online'.
- The auditor of Committee, Board or other CSSC decision-making body accounts shall not be elected or appointed if s/he is from the same membership unit (Qualifying and Linked Members combined) as any officer of the body whose accounts are due to be audited.
- Voluntary roles within certain groups may be subject to other conditions (beyond the control of CSSC) that a Linked Member may not be able to satisfy. For example, certain Departmental Association volunteer roles may involve certain criteria that a Linked Member may not be able to satisfy. Similarly, certain voluntary roles (for example roles connected to Health & Fitness Centres) may require frequent or routine access to buildings for which security access cannot be granted. The intention is to overcome as many of these potential barriers as possible so as to grow the overall size of the Council's voluntary workforce.
- Only Qualifying Members can be appointed as officers of CSSC's National Council.

The above list is not exhaustive.

**20. Can Linked Members vote at the CSSC AGM or at AGMs of CSSC constituent bodies?**

In common with affording Linked Members rights in terms of the events, activities, benefits and volunteer opportunities within CSSC, it is intended that they would also be able to play a full role in the decision-making process of the council. On that basis, Linked Members would be able to vote at CSSC's AGM and, similarly, be able to vote at the AGMs of CSSC constituent bodies (where applicable).

**21. If someone can join as a Qualifying Member or as a Linked Member, does it matter which option is used?**

If someone can be a Qualifying Member (by virtue of qualifying employment) or a Linked Member (by virtue of the qualifying membership of a friend or family member) it makes little difference which option is taken. However, the two main benefits of joining as a Qualifying Member are that: -

- (a) The membership is not dependant on another Qualifying Member; and
- (b) The member would be able to nominate their own or additional Linked Members without having to hold membership for one year.

For these reasons, where someone is able to join as either a Qualifying Member or as a Linked Member, it is suggested that they join as a Qualifying Member.

**22. What happens to the Linked Member(s) if the Qualifying Member leaves CSSC?**

If the Qualifying Member leaves CSSC, the membership of the Linked Member(s) may continue.

**23. Can Linked Members link to their membership?**

A regulation change came into place as at 1 September 2018, stating that all Linked Members, providing they have held CSSC membership for one year after 1 September 2018, may link up to six new members.

**24. Is any portion of the Linked Membership subscription automatically passed to affiliate bodies?**

Each Area Association is allocated the same annual per capita payment for each Linked Member assigned to their Area as they would normally receive for full or Qualifying Members.

Linked members will be assigned to Areas based on their home postcode. In cases where the Linked Members are located in different parts of the country to the Qualifying Member, the AA per capita grant will be assigned to whichever AAs apply. At this stage, it is not anticipated that any amounts will automatically be passed to Departmental Associations. CSSC Regions and CSSC Sports & Recreation Bodies receive funding via a bid based scheme and no additional monies will automatically be passed to these groups.

**25. How does Linked Membership affect the participation of the children (below the age of 18) of Qualifying Members and Linked Members in CSSC activities?**

CSSC's programme of activity is now more targeted towards families and the children (below the age of 18) of Qualifying and Linked Members. In the most part, these activities are delivered with the parent(s) / carer(s) of the child / children being present or delivered via third party suppliers that have been able to fulfil and demonstrate compliance with the rigorous Health & Safety and Child Protection requirements involved. Children (below the age of 18) are not be regarded as CSSC members in their own right.

**02.10.2018**