



# Playball at the Bank of England Sports Centre

including non-member info for  
all age groups  
September - December 2019



# Programme

Playball is a global franchise, operating in 10 countries. Operating for over 28 years, Playball's unique coaching programme is developed by child development specialists and sports coaching professionals.

Playball focus on:

- Small class sizes for maximum progression
- Independent participation for life skill development
- Maximum ball time
- Reward system for excellent participation
- Promotion of outdoor play
- Rewarding and incentivising children via progress reports and certificates

Each week, children will take part in an action-packed curriculum which will engage your little one in fun, age-appropriate, high quality games and activities.

Classes will be offered according to a child's age on 1<sup>st</sup> September 2019 as follows:

- 2 - 3 year olds (tiny tots group) - maximum of 6 participants per group
- 3 - 4 year olds (nursery) - maximum of 8 participants per group

The course will run for 12 weeks commencing Monday 9<sup>th</sup> September and ending Monday 2<sup>nd</sup> December.

There will be no Playball on Monday 28<sup>th</sup> October due to the half term break.

**Important information regarding the re-booking of termly courses for September to December.**

We will continue to offer a priority booking period for existing pupils. This priority booking window will open on Wednesday 3<sup>rd</sup> July.

All children need to move up an age group due to the new academic year. Existing applicants wishing to rebook the next age group course should arrange payment via reception between Wednesday 3<sup>rd</sup> July and Wednesday 10<sup>th</sup> July. All payments should be received during this window. No exceptions will be accepted.

Existing applicants wishing to apply for a course at a different time should submit an application form during the priority booking window.

We have introduced an administration period to allow existing applicants requiring a different day/time to be processed before new applications are considered.

New applicants will then be considered for any remaining spaces from Friday 12<sup>th</sup> July.

## Non-member Attendance

To ensure these courses have sufficient participants to allow the courses to proceed, we will be allowing members to sign up one non-member friend to join their child in ALL AGE GROUPS of the Playball course. If the course is oversubscribed, this will be reviewed for subsequent terms and this may become a member-only activity depending on uptake. Any non-member friend introduced by a member must attend the same Playball age group as the member child is attending.

For more information on our Playball classes, please contact [sportspool@bankofengland.co.uk](mailto:sportspool@bankofengland.co.uk) clearly stating "Playball" in the subject field.



# Session Information

Our Playball sessions take place on Monday afternoons in the squash courts during the colder, winter months. Through the spring and summer, sessions will take place on one of the outdoor all weather tennis courts. In inclement weather, the groups will move indoors - please refer to reception on the day for clarification.

Playball is for children aged 2 years up to 5 years and offers a programme where children are motivated to want to play, be active and learn essential fundamental skills applicable to all ball sports. Each group will be led by an experienced, DBS checked Playball coach.

Taking part in Playball has obvious physical benefits; including improving large muscle movement and strength, balance, fine movement and strengthening of fingers and grasp. It also develops spatial and body awareness, motor planning, hand/eye and hand/foot coordination, balance, agility, timing, confident movement, fundamental sports skills such as kicking, catching, rolling, throwing, bouncing and dribbling. Playball sessions offer a wide range of life skills which make up a large part of the weekly programme; such as improved independence, listening and responding to instructions, interacting with a teacher and other friends, taking turns, sharing, confidence, persistence, courage, sportsmanship, developing positive relationships, communication, decision making, cooperation, team work, leadership and the ability to deal with triumph and disappointment.

Children should bring a water bottle and warm, water-proof clothing as coaching continues in all weathers! One of Playball's key focuses is promoting outdoor play as much as possible, so groups will only be moved inside if the Playball coach deems it absolutely necessary.

Parents/carers are asked to ensure children have been taken to the toilet before each session and parents/carers may stay for the duration of each session but the Playball coaches will advise where to watch from.

## **COURSE DATES AND FEES**

The Playball course will run for 12 weeks from Monday 9<sup>th</sup> September to Monday 2<sup>nd</sup> December 2019.

The cost for attending the 12 week course will be £120.60 for each member child attending any of age groups.

The 12 week course fee for a non-member attendee, signed up by a participating member, is £140.40. Non-member attendance will be accepted in ALL age groups where there are spaces.

There will be no Playball on Monday 28<sup>th</sup> October during the half term break.

If you require additional information on the above course, please contact [sportspool@bankofengland.co.uk](mailto:sportspool@bankofengland.co.uk) clearly stating "PLAYBALL" in the subject field.



## PLAYBALL GROUPS

Independent participation in a group environment gives Playballers that extra boost they need on the road to finding their feet in life. Classes run at a slower pace and emphasis is on having fun in a teacher-led environment. Children will explore movement and are discovering what their bodies can do.

- **2 - 3 years “I CAN DO”**
  - Exploration and discovery
  - Balance
  - Colour and shape identification
  - Throwing, hitting, catching, jumping, kicking and lots more!
- **3 - 4 years “WATCH ME PLAY”**
  - Gross motor skills
  - Object manipulation
  - Ability to follow instructions
  - Throwing, kicking, hitting, catching, bouncing, rolling and lots more!

PLEASE USE YOUR CHILD’S AGE ON 1<sup>st</sup> SEPTEMBER 2019 TO WORK OUT WHICH GROUP THEY SHOULD SIGN UP FOR

<i>Course code</i>	<i>Group</i>	<i>Age</i>	<i>Day</i>	<i>Time</i>	<i>Dates</i>	<i>Member cost</i>	<i>Non-Member cost</i>
PBTHREES1	WATCH ME PLAY	3 - 4 yrs (nursery)	Monday	1.00pm - 1.45pm	09/09/19 - 02/12/19	£120.60	£140.40
PBTWOS1	I CAN DO	2 - 3 yrs (pre-school)	Monday	1.45pm - 2.30pm	09/09/19 - 02/12/19	£120.60	£140.40



# Playball Course Enrolment Procedures & Conditions

1. In the interests of safety and quality of instruction, there will be a maximum number of children in any course as stated in the course information (maximum of 8 children in the groups for 3-4 year olds and 4-5 year olds and maximum of 6 children in the turned 2s and 2-3 year age groups).
2. Applicants for all courses must be current family members of the Sports Centre at the time of application and when the course takes place.
3. Indemnity Clause  
The indemnity clause on the application form must be signed by the parent/guardian. We are unable to accept applications where this clause has been altered or ruled out. This is in case participant requires:
  - i) Emergency medical aid
  - ii) Attention for whatever reason in the absence of the parent/guardian.
4. Explicit Consent - Medical Information  
Any medical information that you choose to provide us with will be used by the Bank of England Sports Centre in the event of an accident or first aid having to be provided.
5. The Playball application form can only be accepted from a current member of the Sports Centre at the time of application and when the Playball course takes place. However a current member may apply for one place for a non-member to accompany a member to Playball, provided that the appropriate non-member fee is paid. We reserve the right to withdraw non-member access for future terms if groups become oversubscribed.
6. We will automatically allocate like for like places to members who are currently attending the April - July courses. No application form is required if you are retaining a space in the same group at the same time/day. If we do not receive your payment by close of business on Wednesday 10<sup>th</sup> July, your space on your chosen course will be allocated to someone on the waiting list or a new applicant. No exceptions will be made to this request. Please note that payment for like-for-like courses can be made over the phone on 020 8392 4360.
7. Any available spaces will be offered to new applicants from Friday 12<sup>th</sup> July.
8. Parents are required to ensure their child visits the toilet before each session as the Playball coach will not be able to leave the group to escort children to the toilet. Parents/carers may stay to observe the session; the Playball coach will advise where to watch.
9. Once a booking has been confirmed, credits will only be issued for medical reasons on sight of a doctor's certificate. If this is prior to commencement of the course a full credit will be possible, if the course has already started a proportion of the fees paid may be credited.
10. The Bank of England Sports Centre reserves the right to cancel a course if the number of applications is lower than is needed to make the course viable.
11. The Bank of England Sports Centre reserves the right to alter the course date/time if necessary. A full credit will be given if you are unable to attend the new date/time.
12. When handing in your completed application form with payment, please provide us with your email address to enable us to confirm receipt of your application.
13. Payment for all courses can be made by cash, cheque or by credit/debit card at reception. Acceptance onto any course will be subject to handing in a duly completed application form together with the relevant course fees.
14. All courses are offered for the full duration of the course and not available on an ad hoc basis.
15. We will supply Playball with some information about your child as part of Playball's health & safety regulations.





# Privacy Notice & Processing Health Information

## Information we collect

The Bank of England Sports Centre collects personal data about you and your child/children via this form. This data includes full name, date of birth, contact details and, where appropriate, medical information.

## Providing Health Data

We will use any information that you choose to provide us with to ensure that we can properly care for your child/children whilst in our care, for example in the event of first aid being required.

## Use of Health Data

By providing this information, you are consenting to us using your data and you have read and understood our privacy notice.

## Why we need your personal data

We collect your personal data to provide ongoing administration of your membership account, to offer a range of activities and courses for you and your children and to properly care for your child/children whilst participating in courses and camps.

## What we do with your personal data

We use the information to contact you in relation to your activity/course booking at the Bank of England Sports Centre. We will use your personal data to contact you in an emergency should the need arise, whilst junior members are in our care for the duration of an activity.

## How long will we retain your personal data

We will hold your data for the duration of the activity that you are signing your child/children up for and for up to 6 months after the course has ended. Thereafter it will be securely disposed of.

## Your rights

You have a number of rights under data protection laws. You have the right to ask us for a copy of the personal data that the Bank of England Sports Centre holds about you. You can ask us to change how we process or deal with your personal data and you may also have the right in some circumstances to have your personal data amended or deleted.

To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint about any data protection matter, please write to us at:

The Privacy Team  
Bank of England  
Threadneedle Street  
London EC2R 8AH

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office.

## More information

The Bank's Data Protection Officer can be contacted via the details above and you can also find out more about how the Bank deals with your personal data via the 'Privacy' link at the bottom of our website ([www.bankofengland.co.uk](http://www.bankofengland.co.uk)).



# Safeguarding, Diversity & Inclusion Information

The Bank of England Sports Centre is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at all times, including all programmes and events we run.

## **FIRST AID**

In the event of an accident, first aid will be administered and the emergency services called if necessary. We will also call you on the emergency number you provided on the booking form.

## **EQUAL OPPORTUNITIES AND CHILD PROTECTION**

The Bank of England Sports Centre is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun and safe environment
- Taking all reasonable steps to protect children from harm, discrimination and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All staff who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with parents and children is essential for the protection of children

If you have any concerns or wish to discuss a safeguarding and/or diversity & inclusion issue, please contact the Sports Centre Management Team ([sportscentremangement@bankofengland.co.uk](mailto:sportscentremangement@bankofengland.co.uk))

## **ACCEPTABLE BEHAVIOUR**

We always reserve the right to exclude any person from the termly activity if his/her behaviour is incompatible with the general enjoyment and well-being of others or is outside of our acceptable behaviour policy.

## **MEMBER FEEDBACK**

We would love to hear your comments and feedback so that we know what we did well and what we need to change or improve on for next time. Comments forms are available from reception. Alternatively, please email [sportscentremangement@bankofengland.co.uk](mailto:sportscentremangement@bankofengland.co.uk)



# Playball Application Form September - December page 1

## PARENT'S DETAILS

ADULT NAME: \_\_\_\_\_ MEMBERSHIP NO: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (mobile) \_\_\_\_\_ (other)

E-MAIL ADDRESS: \_\_\_\_\_

ALTERNATIVE EMERGENCY CONTACT NAME: \_\_\_\_\_

ALTERNATIVE EMERGENCY CONTACT NUMBER: \_\_\_\_\_

COLLECTION DETAILS (please write below details of anyone else who may be collecting your child)

PERSON COLLECTING NAME: \_\_\_\_\_

PERSON COLLECTING CONTACT NUMBER: \_\_\_\_\_

### Indemnity Clause

I hereby appoint the instructor in charge at any one time as guardian for the purpose of giving consents which may be necessary for my son/daughter to obtain medical treatment arising from any injury sustained whilst participating in lessons at the Bank of England Sports Centre.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IF YOU ARE APPLYING FOR MORE THAN ONE CHILD, PLEASE LIST CLEARLY (BLOCK CAPITALS) ALL OF THE CHILDREN'S NAMES

Child's Name	Age (on 1 <sup>st</sup> September 2019)	Date of birth	Course code	Start Time of course	Member or non- member	Cost

Please turn over to complete the application form





# Playball Application Form

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### Explicit Consent - Health Information

I confirm that I have read the Privacy Notice & Processing Health Information statement and understand why I am being asked to provide health information (if appropriate) relating to my child/children.

I give permission for the Bank of England Sports Centre to use the data that I have provided below to properly care for my child/children for the duration of the activity I am signing them up for.

Please advise us of any relevant medical information for any of the above listed participants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of parent (IN CAPITALS)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office use only**

**Date Received:**