

 <b>Rugby School</b> <b>Sports Centre</b>	<b>Sports Centre</b>	<b>Ref. No: MP01</b> <b>Issue: 02</b>
	<b>Membership ID Policy</b>	
	<b>Owner:</b>  Aimi Knight	<b>Date:</b>  18 August 2016

**Membership Type**
**Supporting document / ID required**

60+	We will accept the following (none of which have to be in date for this ID purpose): Passport, Driving Licence, Birth Certificate, Student ID, European Health Insurance Card, NHS Card, Bus Pass, Citizen Card, Any other official document containing DOB
Linked	Proof of address for both the lead member and the linked member to confirm they are the same. Both members need to provide the ID (unless the lead member joined in a previous month) and their addresses must match. Please see below for what forms we accept.
Staff	The member of staff must provide ID badge, payslip, or letter (headed paper) or email from line manager/HR confirming employment.
Staff Linked	Proof of address to confirm it matches staff members address. An email from the staff member agreeing to the linked member. If the staff member does not have a work email then an email from their line manager is sufficient.
Student	We will accept the following (none of which have to be in date for this ID purpose): Student ID – NUS card, or letter from course tutor confirming studentship (letter headed paper)
Corporate Olympian	Corporate ID is required for self-funded corporate members joining on a corporate membership type. The company that the member works for must appear on the local lists. We will accept the following: Payslip, Company ID card - To include company name and photo. Letter /email from employer confirming employment - To be on headed paper/email. NB – Sports Centre Manager can authorise the following: Any other type of ID not on the above list.
Corporate Linked	Corporate ID is required for the self-funded corporate member on the corporate membership type. The company that the member works for must appear on the national/local lists. We will accept the following: Payslip, Company ID card - To include company name and photo. Letter /email from employer confirming employment – to be on headed paper/email.
Proof Of Address	We will accept the following dated within the last three months: Utility Bill, Bank Statement, Council Tax, Photo Driver's Licence or Passport. We will not accept any other ID which isn't listed above.
Proof Of Signature (DD only)	We will accept a Passport, Photo Driver's Licence or Debit/Credit Card.
Proof Of Bank Account (DD only)	We will accept a Debit Card or Bank Statement dated within the last three months. Any other type of ID not on the above list will not be accepted.