



# Oakleigh Park Sports Club CIC

## Oakleigh Park Sports Club CIC – Membership Freeze Policy

### Introduction

It is the general policy of Oakleigh Park Sports Club CIC (the “Club”) that membership fees are non-refundable. Membership income is essential to the Club as it funds club overheads, administration, and the systems and infrastructure required to maintain and operate the Club’s facilities. **For this reason, refunds are not ordinarily granted.**

However, the Club recognises that members may, in limited circumstances, be temporarily unable to participate in sporting activities due to injury or illness. In such cases, the Club may, at its discretion, consider requests to freeze a membership in accordance with the terms set out in this policy.

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### Eligibility for Membership Freeze

Members may request a temporary freeze of their membership under the following conditions:

1. The member is unable to participate in sport due to **injury or illness**..
2. The condition is expected to prevent participation for a **minimum of 3 months**.
3. The member provides **valid medical evidence** (e.g. a doctor’s or healthcare professional’s letter).

### Medical Certificate Requirements

Any medical certificate submitted in support of a freeze request must comply with the following requirements:

**Format:** The certificate must be provided on the headed paper of a registered medical practitioner (e.g. a General Practitioner, hospital consultant, or specialist).

**Required Content:** The certificate must include: (a) confirmation that the member is unable to participate in the relevant sporting activities offered by the Club (tennis, squash, and/or gym) (b) the expected duration of incapacity; and (c) the treating clinician’s name and signature.

**Sport-Specific Considerations:** Where a member’s condition affects only certain activities, the medical certificate should specify which sports the member is unable to participate in. The Club will take into account the nature of the condition and the physical demands of each sport (tennis, squash, and gym) when assessing freeze requests.



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## Duration of Freeze

1. The **minimum freeze period is 3 months**. Memberships may not be frozen for any shorter period.
  2. If the member remains unable to return after 3 months, a **further medical evidence letter** must be provided to extend the freeze.
  3. The **maximum cumulative freeze period is 6 months**.
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## Terms of a Frozen Membership

During any approved freeze period, the following terms shall apply:

1. The member shall have **no use of any Club facilities**, including but not limited to tennis courts, squash courts, gym equipment, and any other amenities operated by the Club.
  2. The member's **fb or other access credentials** shall be deactivated for the duration of the freeze, and the member shall have no physical access to the Club premises.
  3. The member shall **not participate in any leagues, box leagues, or any other Club-organised competitions or events** during the freeze period.
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## Application Process

1. Requests must be submitted **in writing** (email or form) to the Club Manager
2. Medical evidence must be provided **at the time of application**.
3. Freezes will **not be applied retrospectively** unless under exceptional circumstances.

## Administration Fee

A one-off administration fee of £25 shall be payable by the member in respect of each membership freeze request, to cover the costs of reviewing and processing the application. This fee is non-refundable and shall be payable at the time the freeze request is processed by the Club, regardless of whether the request is subsequently approved or refused.

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## Extension of Membership Renewal Date

All memberships are annual. Where a freeze is approved, the period of the freeze will be **added to the end of the member's current membership term**, such that the **membership renewal date** is extended by the length of the approved freeze period.



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**No refund or credit** shall be issued in respect of any period during which a membership is frozen. The extension of the membership renewal date is the sole remedy available to the member.

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### Member Responsibilities

1. Members must **inform the club promptly** when they are able to return.
  2. Members may be required to provide **confirmation of fitness to return** in certain cases.
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### Discretion and Exceptional Circumstances

1. Oakleigh Park Sports Club CIC reserves the right to **review applications on a case-by-case basis**.
  2. Exceptions to this policy may be granted at the **club's discretion** in exceptional circumstances.
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### Abuse of Policy

1. If, during an approved freeze period, a member is found to be **using Club facilities** (including but not limited to leagues, box leagues, competitions, or team coaching sessions), the freeze shall be **immediately revoked** and the member's full membership obligations (including payment obligations) shall be **reinstated in full** from the date on which the abuse is identified.
2. The Club also reserves the right to **refuse or revoke a freeze** if the policy is misused or if false or misleading information is provided in connection with a freeze application, including the submission of fraudulent or inaccurate medical evidence.