

December 2008



To: BJA Registered Clubs

Earlier this year G4S Security Services (UK), the BJA's FSTE 100 Partner, announced its investment-promoting judo over the next four years. The arrangement is intended to boost participation in the sport by providing the children of G4S's employees subsidised judo lessons, as well as contributions to their kit, licensing and grading fees.

It is hoped that the tuition will encourage discipline and self-control, as well as fostering physical fitness and a healthier lifestyle.

Now we need to get down to the detail of the delivery of this project. In essence G4S will pay for part/all lesson fees, licences, gradings and judogis for up to 750 dependants of their employees per annum. However, as you would expect, this project cannot be delivered without the support of BJA clubs and we hope that you will all be able to fully participate and be involved in the scheme. Please find attached a diagram, which shows the project's processes.

You will note from the diagram that the BJA will, at various stages, be re-reimbursing the clubs for classes/services provided to the child.

Obviously it would be a cumbersome accounting process to send cheques to clubs each week. Therefore we have decided that we will add the G4S project amount owed to the end of year club account as we currently do with individual membership rebates. In effect the BJA will deduct the amount owed to the club from your club membership fees and as now either request the balance or refund the club monies should the amount accrued be more than the annual club membership fee.

Obviously in theory if a club had a large number of G4S dependants attending your sessions and the amount owing to the club was becoming considerable we will be flexible and make payments part way through the club membership year to those clubs affected.

When devising this scheme we had to consider what was logistically possible both from the G4S, BJA and clubs point of view. Tax implications for G4S employees have also added to the complexity of the scheme therefore wherever possible we have made systems simple.

One key area we need clubs to understand is the pricing structure for lesson fees. We have via data analysis agreed the average price for a junior club session. This fee has been set at £3.00 per session. All our calculations and reimbursements are based on this calculation. We appreciate that some club sessions are cheaper and some may be more but to try and administer this using every single price structure at each club would simply be unworkable.

Due to the finances the BJA will be handling for the clubs, we felt it necessary to form an agreement between the BJA and the clubs for the running of the G4S project. We hope that this project will be the template of many other corporate partnerships in the future.

Each child will attend a club with a G4S voucher booklet, which they will use to access the scheme for the 12 months they are involved. Potentially this scheme could represent in excess of £60,000 paid directly back to clubs per year.

What next!!

In order for your club to take part in the scheme we need you to sign the enclosed agreement and return it in the prepaid reply envelope enclosed. Clubs may choose not to take part in the project but you need to be aware that these potential members will not be receiving your clubs details if you do.

If you have any questions please feel free to contact Head Office. There will also be an area on the member's only section of the forum for Q&A on the project.

Yours faithfully

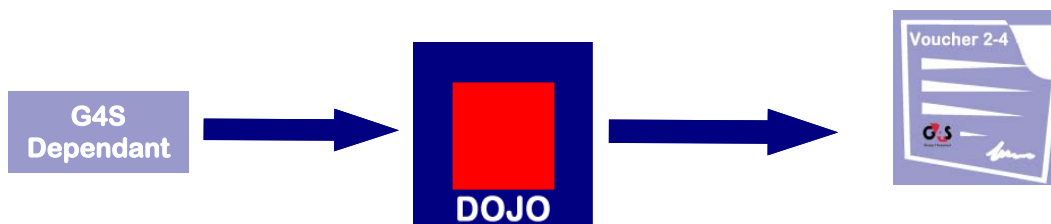
Julie Moores  
Member Services Director

Emma Griffin  
Communications Director

## G4S – British Judo Participation Project – Launch March 2009



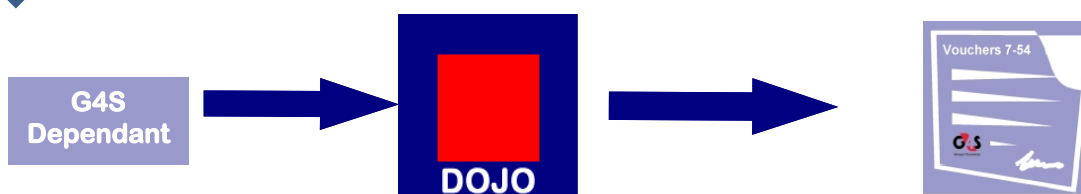
**Voucher one** : Club provides first lesson free. Club sends voucher one to BJA Head Office to register the player. Club account is credited with 50p for registering voucher one. **Note: session fee not refunded on voucher one.**



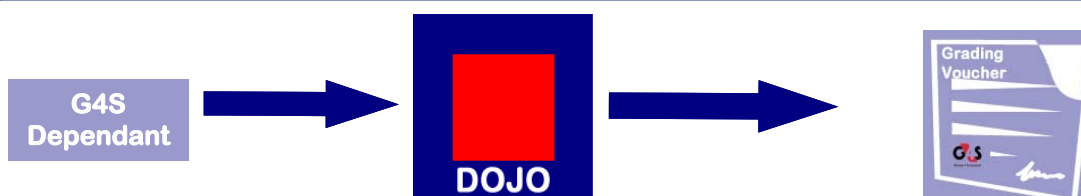
**Voucher two through four**: Player completes reverse of vouchers (one per lesson) and hands to the club in lieu of session fee. Club sends vouchers to BJA head office. Club account is credited with £3.00 for each voucher sent.

**Voucher five** is for the use of the G4S Player only. They use this to obtain their BJA Licence.

**Voucher six** is for the use of the G4S Player only. They use this to obtain their G4S branded judo suit. It is important for clubs to recognise that G4S want their employees to use the G4S branded kit rather than any other. Space on the left breast of the judogi has been left for the player to sew on your club badge if you have one.



**Vouchers seven through fifty four**: Player gives the club one voucher per lesson – these vouchers are worth 50% of the clubs session fee up to a maximum of £1.50. The player needs to give the club the balance of these session fees up to a maximum of £3.00 per session. The club sends vouchers seven to fifty four to BJA Head Office as they are presented. BJA will credit the clubs account with £1.50 per voucher.



**Vouchers G1 to G3**: Player gives the club one voucher per grading the player takes. This voucher covers the BJA £5.00 grading fee. It does not cover any additional fees that the club charge their players for undertaking the grading. The club needs to send this voucher to head office attached to the normal BJA grade registration sheet. There are three G4S grading vouchers per player.

## G4S – British Judo Participation Project - FAQ

Q. Can the vouchers be used by anybody?

**A. No. G4s Employees will be issued the voucher books via their HR dept.**

Q. How will you monitor who is using the vouchers and that they are entitled to do so?

**A. On the reverse of each voucher is a form, to be completed by the G4S employee. Included on this form is their unique G4S number. The BJA will be given a list of numbers from G4S that have received the voucher booklets. We will also receive details from G4S as employees leave their employment and therefore are no longer entitled to the benefit.**

Q. How will the club know not to accept a voucher from an ex-employee?

**A. As soon as the first voucher is registered at Head Office we have the club linked to the employee number. As soon as an employee number is no longer valid the BJA will contact the club.**

Q. Even though the BJA has set the class fee at £3.00 my class fee is £3.50 can I claim the extra 50p for lessons?

**A. No. The arrangement we have agreed with G4S and they have communicated to their employees is that the fees are £3.00 per lesson.**

Q. My class fee is £2.00 should I give the player £1.00 back or tell the BJA that I only require £2.00 per voucher two through four?

**A. No. Take the extra £1.00 and put it in club funds. We are sure you can find good use for it.**

Q. I don't give the first lesson free. Can I claim the lesson fee back from the BJA for voucher one?

**A. No. It is unusual for a judo club to charge for the first lesson and the BJA felt paying the club 50p to register voucher one was fair and realistic and therefore a condition of taking part in the project.**

Q. From voucher seven to fifty four the club will get a voucher worth £1.50 (50%) of the fee but my fee is £4.00 what should I do?

**A. G4S have agreed a fee of £3.00 per session for their participants, if you agree to take part you are agreeing to that fee.**

Q. Can I fill in all of the vouchers and send them all in at the start or the end of the year?

**A. No. These vouchers are used to monitor the players progress and attendance. If you send them all in at the beginning and the employee leaves G4S they would not have been entitled to use all the vouchers. Also G4S will be operating a waiting list for children to join the scheme. If an employee number is issued with a booklet but it appears they are not being used then G4S could assume that child no longer wanted the benefit and move them out of the project and place another child in.**

Q. My club is in Northern Ireland/Scotland/Wales can I still take part?

**A. Yes the BJA have made arrangements with the Home Countries.**

Q. Why did the BJA set the class fee. Why not let it vary?

**A. Two primary reasons 1. Logistics of monitoring that many "pennies" across that many people over four years. 2. This is a taxable benefit for G4S employees they needed a stable calculation to administer the tax implications.**

Q. My club does not want to participate what do I do?

**A. Return the agreement uncompleted stating that you do not wish to take part.**

Q. Are photocopies of the vouchers acceptable?

**A. No.**

Q. How long are the vouchers valid for?

**A. Technically 12 months from issue but G4S have agreed to be slightly flexible especially with the grading vouchers as players will use them at different speeds depending on ability. All vouchers will have an end date (end of the project).**

Q. Can a player use more than one lesson voucher a week?

**A. Yes but remember G4S are trying to encourage a life long participation in a sport hence the year long support so a child doing five lessons a week would only be supported for approx 10 weeks which is not the intention, but clubs do have some discretion in this area.**

Q. Are there any age restrictions?

**A. Yes, participants needs to be 15 years or under at the start of their participation in the scheme. Benefit terminates on the child's 16<sup>th</sup> birthday.**

Q. What date is the deadline for clubs to register for this project?

**A. This is a rolling programme so there is no cut off as the project is for four years. HOWEVER we can only provide details of clubs that have signed up to the scheme to G4S. New clubs joining the BJA will be added as they join. G4S will receive the first data of clubs signed up to the scheme 19 January 2009.**

# British Judo Association G4S Employee Participation Programme Club Contract



|                                      |   |                        |  |
|--------------------------------------|---|------------------------|--|
| between the British Judo Association | & | [Insert Club Name] ↻   |  |
|                                      |   | [Insert Club Number] ↻ |  |

The Judo Club named above agrees to participate in the G4S Employee participation scheme.

The Judo Club named above agrees to the pricing structure and remuneration arrangements as laid out in the terms and conditions of the G4S participation scheme.

This agreement does not set out to be a legal contract. Its purpose is to clarify the agreement of the administration of the G4S participation scheme between the BJA and its member clubs.

## Terms & Conditions

### The Club

1. The club agrees to provide the first lesson to the participant free of charge.
2. The club agrees that lessons two through four will be provided in exchange for a valid G4S voucher. Each of these vouchers will be reimbursed to the club @ £3.00 per voucher.
3. The club agrees that lessons five through fifty-two will be provided at 50% reduction on production of a valid voucher and the total charged to the G4S participant will be no more than £1.50 plus a 50% voucher.
4. The club agrees to send vouchers to BJA Head Office within 14 days of them being redeemed at the club by the G4S participant.
5. The club agrees to the BJA paying monies due to it at the end of the club year as part of the process of the club renewing its membership.
6. The club agrees to be involved in media and/or publicity and marketing campaigns in regards to its participation in the scheme (if requested by BJA Communications Team). *Unacceptable demands would never be placed on any club. The club can expect to be reimbursed for reasonable costs they incur whilst carrying out any media activities arranged with the BJA Communications Team.*

### The BJA

1. The BJA agrees to credit the club account 50p per voucher one submitted.
2. The BJA agrees to credit the club account £3.00 per voucher two through four submitted.
3. The BJA agrees to credit the club account £1.50 per voucher seven through fifty-four submitted.
4. The BJA agrees to refund any monies outstanding to the club after club membership fees have been applied to the clubs account.
5. In the event of any one club being in credit (after the deduction of the following years club membership fees) by more than £100.00 the BJA agrees to settle that club's account within 28 days.
6. The BJA shall not place unreasonable demands on the club to take part in media events linked to the scheme. All events shall be agreed by mutual consent of G4S, the club and the BJA.
7. The BJA shall pay any reasonable out of pocket expenses to the club and/or club officials where the BJA requests a club takes part in a media event linked to the G4S scheme.

Signed:

Date: 16 December 2008

Julie Moores

Signed:

Please Print Name:

Date:

On behalf of the club

Please tick if your club does not wish to participate

Signed:

Only sign in this box if you **DO NOT** wish to participate

Please return to BJA Head Office, Suite B, Loughborough Tech Centre, Epinal Way, Loughborough LE11 3GE