



Membership pack

July 2008

CONTENTS

Who can be a member?

History of MPAC

Membership Conditions

Useful Documents

Public Liability Insurance

Membership form

WELCOME TO MERSEYSIDE PLAY ACTION COUNCIL

Dear Friends

The MPAC Board of Trustees has recently undertaken a review (March 2007) of the organisation and the resources and services that we offer to our members.

We now wish to increase our membership base and enable a wider range of community groups to access our resources and services. The MPAC Board of Trustees have decided that for a 12 month period from the 1st April 2008 – 1st April 2009 we will reduce our Annual Membership Fee from £50 to £30. We feel this represents very good value for money.

Your £30 Fee will give you access to all of MPAC's Audio/Visual & Play Equipment, as well as access to the MPAC scrapstore, which carries a constantly changing range of Re-cycled Materials. You will also be able to take advantage of our Art/Crafts workshops and have access to Sizzex and Ellison machines, together with a wide range of die-cutters, for your card-making and arts and crafts projects.

Also, within the MPAC fully accessible building, we can provide cheap printing facilities, meeting room hire and a free internet suite. MPAC also have members of staff who can give you advice and information on a wide range of issues and also offer help with your fundraising and training issues

Once you have paid your membership fee of £30, you will be sent a Membership Card.

***SO DON'T DELAY, JOIN TODAY TO TAKE FULL
ADVANTAGE OF THIS SPECIAL OFFER***

Who can be a member?

Full voting Membership to MPAC is open to all Voluntary agencies (Play, youth and community groups) principally people who work in a positive way with children and young people, we will also consider memberships for larger groups more details below, the other groups don't have voting rights. We are now also able to offer membership to individuals.

Which one are you?

Student membership (per person not transferable) £5

Secures access to arts and crafts and recycling departments.

Artist membership (per person not transferable) £15

Secures access to arts and crafts and recycling departments. This membership can be upgraded more details on application.

Play, Youth & Community voluntary organisations membership £30

The membership for people who work directly with children and young people in a voluntary sector setting these can also be sports and leisure groups, you will have access to all of the above and also in addition:-

Loan equipment (subject to deposit and insurances)

MPAC's play development staff

Schools, University's, Museums & Major Arts groups membership £50

This secures use of all MPAC's loan equipment and recycling services

All memberships are for the period April to March and will be renewable annually!

MPAC's aim is to benefit children and young people in an area of deep-seated social and economic need primarily through support for play schemes and play workers and the youth and community sector.

MPAC has been the Voluntary sector's play development agency for Liverpool since 1973, providing services, training, facilities and equipment for its member organisations that make up Liverpool's play sector, as well as for its affiliate members.

MPAC's services to play organisations had been developed to full capacity within the constraints of a building which eventually proved to be too small to accommodate further developments in so a move to our current location five years ago from Duke Street, this has enabled

- The range of activities and training to be increased
- The quantity of materials (both scrapstore and arts and crafts)
- The loan equipment required by playschemes and play workers.

In addition, the building was inaccessible and presented major difficulty and expense in the way of achieving access.

A sector-wide consultation on play training needs during 1998 identified

- The need for expanding MPAC's training programmes for play workers
- The specific issues and topics which play workers prioritised
- The manner of delivery most appropriate to the sector

External factors also indicated the need for increased training programmes. These included

- The Children's Act regarding qualification levels for play workers.
- The Disability Discrimination Act regarding facilities for and inclusion of disabled children.
- The New Deal programme and other government initiatives increasing the demand for training and work placements.

As its current premises did not allow for further developments in 1998 MPA secured private funding to purchase the lease of a city-centre building, which offered much increased space to meet the new demands of the play service it was also important that new building be accessible. Further private funding also provided funding for the renovation of half of the new premises and the adaptation of that part for a wheelchair user.

In 2001, MPAC was informed that their lottery bid to the charity fund was successful and this has enabled MPAC to further respond to the needs of the children of Liverpool for imaginative well-resourced, affordable, safe play activities. It created a fully accessible building to boot., these are:-

1. An improved training programme and facilities to provide and support

- Training in disability awareness and in strategies for inclusion
- Under-pinning training leading to NVQ accreditation
- Customised training to respond to issues and needs identified by the survey of play scheme organisations and play workers.

2. An improved materials base to

- Increase the range, quantity and quality of scrap / re-cycled materials available, in response to constant demand from the sector
- Further extend the range of its arts and crafts store

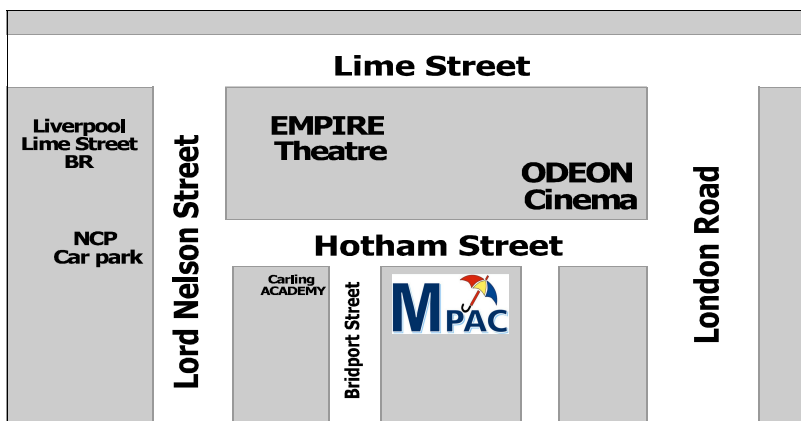
3. An improved resources base to maintain and improve the organisation's loan equipment so as to

- Comply with health and safety requirements
- Meet the need for greater use by existing members
- Meet the need for use of the facilities and equipment by an increased number of affiliate member organisations.

Loan facilities for equipment which is beyond the means of any individual organisation, but affordable if purchased and maintained collectively, is a basic survival strategy for organisations with very limited means. These facilities and services are not available to the play, youth and community sector from any other source in Liverpool other than here at MPAC, see further on for our loan equipment listing.

LOCATION

MPAC is close to the Odeon Cinema off London Road. The Art and crafts shop entrance being located in Hotham Street, hopefully the map below will provide a further aid in finding us.



OPENING HOURS

	AM	PM
Monday	9.30	4.30
Tuesday	9.30	4.30
Wednesday	9.30	4.30
Thursday	9.30	4.30
Friday	9.30	4.30
Saturday	Closed all day	
Sunday	Closed all day	

Please be aware that due to circumstances that maybe out of our control we may have to revise and update these times, this will be to allow us to continue to deliver a quality service to you. We would advise you to call and check for current up to date opening times. Please note that we are closed weekends and all major holidays.

PARKING

Full use of the marked pay and display bays should be made whilst visiting MPAC, the traffic wardens who operate in the area are keen to achieve their "TARGETS" basically if you double park leave your car for a minute or two you are running the risk of a fine. Located just over the road is the NCP Lime street station car park (Lord Nelson Street) Due to the limited number of parking spaces, There is no parking on the shop front the traffic wardens will issue a ticket!

If you require but depending on your activity, organisations can call in ahead and we can get an order together to be picked up.

Please note that parking in front of the shop stairs or other fire exits is strictly prohibited.

TENDERING

We still accept cheques with a bankers card and also accept cash. However, we also are able to take debit and credit cards. It may be possible for larger organisations to set up an account ask for details from the finance officer.

NO SMOKING

MPAC is a no smoking building. There are no areas designated as suitable for smoking. Please stay clear of doorways if you have to smoke whilst in or near MPAC.

CONTACT DETAILS

Full Postal Address: Merseyside Play Action Council
1-27 Bridport street
Liverpool
L3 5QF

Tel No. Admin Office 0151 708 0468
Resources Dept 0151 707 2090

Fax No 0151 709 0336

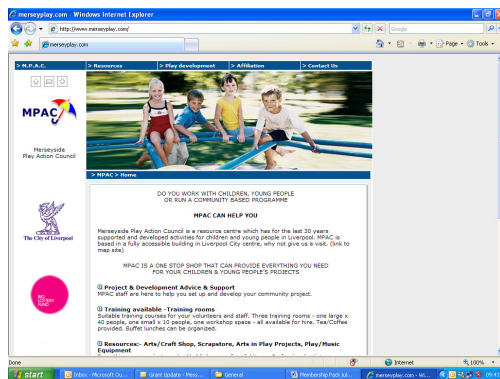
E-mail mpac@merseyplay.ocm

Charity No 1049263

Company No 2925303

INTERNET

At present, we do have a web site and you can visit it at www.merseyplay.com as for some of our plans these include, booking hire items by E-mail and links future updates will have our full product range with pictures.



SHOP AND SCRAP STORE

The arts and craft shop is open to all at the times specified above. Our re-cycled material 'Scrap store' is only open to members and not available to the public. This has been put in place to enable a safeguard for organisations with very little capital or resources to benefit from our dedicated re-cycling systems.

Useful Documents

The play sector has seen huge changes in the last few years, and in most cases rightly so. There has been a huge increase in the need for documentation and with this disk we are confident that you will have all you require to begin to operate. We are able to provide a floppy disc or other formats to suite. We of course don't just give the disc out and leave you to it that would be wrong, but provide support in using the documents, these include equal opps, health & safety, child protection amongst others, just ask for a copy!



Insurance

There are three types of insurance appropriate:

Employer's Liability: This is a legal requirement if employ people.

The definition of an employee is anybody you have on your premises who is assisting you in your work. It may be on a part-time basis, a full-time employee, and students on work experience courses, a self-employed sub-contractor, and a person working on a trial basis to see if they are suitable and even voluntary workers. They are all technically being employed by you, because they are under your instruction and working on your premises. You will therefore need Employers Liability Insurance to cover employees against accidents and injuries to themselves whilst working.

The policy itself covers you for claims made against you if an employee is killed, injured or contracts an illness or disease whilst working for you in connection with your business. It also covers you for the claimant's cost and expenses plus the cost of your legal representation at a Coroner's Enquiry, and in any Court proceedings made against you by an employee. You will also be covered for costs and expenses incurred in the defence of a prosecution relating to the welfare of employees under the Health and Safety at Work Act 1974. This is now extended to cover the Education (work Experience) Act 1973.

Some examples of the types of claims, which could arise, are employees working at height, for instance painting a mural on a wall. They may slip and have an accident. An employee using a piece of machinery may sever a limb, a finger or a hand. Another common incident that arises is the inhalation of fumes. Over a period of time this could lead to illness and possibly death.

Potters use silica in their work and this is easily inhaled during the working day, over a long period this could affect a person's health.

If you have your own paid employees (as opposed to LEA ones or Volunteers), you must take out employer's liability.

Public Liability:

Public Liability is a grey area. Most organisations seem to be unclear about such responsibilities. You may decide to take a calculated risk but you should be wary of so doing in today's increasingly litigious climate. It is worth considering getting Public Liability cover as part of a combined insurance package. This could also include Product Liability, protecting you against the effects of, say, an electrical installation blowing up or injury to a member of the public from a pointed bit of a sculpture.

The policy will pay for all amounts that your organization is legally obligated to pay due to negligence which results in personal injury and/or property damage to others.

"Every citizen, institution or body of people is under an obligation by law to regulate life and activity in such a way as to avoid causing harm to other persons or their property. If he fails in lawful duty to others, the injured party is entitled compensation in form of damages".

Equipment Theft and Damage: You must be able to cover loss or damage of our equipment.

General insurance for property that may be stolen or accidentally damaged, you should take out this type of insurance cover for MPAC equipment, many of our items cost over several hundred pounds to replace.

Public Liability Insurance:

It is essential that all members have the above insurance and it is a 'membership requirement' for the hire of our equipment. (Please refer to the detailed conditions at the end of this pack.)

EQUIPMENT HIRE AND LOAN

As an MPAC member, your organisation is able to book out and hire equipment for children's play and fun/play days free of charge subject to the terms and conditions enclosed in this pack.

Allocation is made by the resources department inline with their guidelines and policy manifesto. During school holidays and breaks, MPAC supported play schemes received priority and when all of these requests are booked, then subject to availability Equipment affiliations can book out equipment.

Please note that most items available to loan are for short periods and can be restricted in the numbers of items allowed.

Without exception, all items booked out to loans must be covered by adequate insurance for loss or damage and in the case of inflatables, a copy of your Public Liability Insurance is required for out records clearly stating that the use of inflatables is covered.

It is the responsibility of the organisation hiring the equipment to arrange to pick-up and return all of the items. As stipulated in the terms and conditions, continuous monitoring in the use of MPAC equipment is required and should be part of your health and safety procedures.

Included in this pack are detailed instructions in the use of equipment, please adhere to them.

An up to date and valid membership card must be produced when items for loans are being collected. If membership cards are lost or stolen, a flat fee of £2.50 will be charged for renewal.

We can not stress just how important it is that equipment is returned on the date and time agreed. If the return date and time is abused your group could be fined, if the abuse continues then we would look to remove your groups right to loan equipment from MPAC.

We would want to see all loan equipment returned by 10.30 to MPAC with no exceptions.

CONDITIONS OF USE

Use of equipment and services supplied by Merseyside Play Action Council (MPAC) is subject to the following conditions and your organisation agrees to accept these conditions and will abide by these terms either as sole person designated responsible as indicated on behalf of the named organisation.

1. Only affiliated members who are up to date with their fees and have returned the membership contract signed are eligible to use MPAC equipment, materials and services.
2. No costs either in monetary or gifts can be charged for the use of MPAC equipment on services.
3. All equipment and materials must be covered by appropriate and adequate insurance for public use (public liability insurance). Details of cover may be required before items are released.
4. The signatory accept either singularly or on behalf of the names organisation responsibility for any loss or damage to the equipment.
5. Your organisation must be conversant with the proper and safe of the equipment including and unpacking, setting-up and repackaging of the named equipment. You will maintain that only fully trained people in the use of the said equipment will be monitoring its use.
6. Only the named organisation will have the use of equipment, materials and services supplied by MPAC, and not passed on to any other persons or bodies.
7. MPAC do not operate a delivery service, it is the organisations responsibility for pick ups and returns. All items required for a loan will be according to date and time agreed when booking and deviation from this timetable must be brought to the resources department attention.
8. We can not stress just how important it is that equipment is returned on the date and time agreed. If the return date and time is abused your group could be fined, if the abuse continues then we would look to remove your groups right to loan equipment from MPAC. We would want to see all loan equipment returned by 10.30 to MPAC with no exceptions.
9. Your organisation when loaning equipment and having inspected the equipment and found it to be in goof working order agrees, on behalf of the undersigned group/organisation, that MPAC shall not be held liable for any damage or injury, however caused to property or persons by the said equipment.
10. Failure to abide by or deviate from any of the above terms and conditions could lead to membership being withdrawn and the loss of additional services (NO use of scourge).
11. All items collected from the 'scrap store' can only be used for organisation activities and not for personal gain. 'Scrap store' items must not be re-sold.



MERSEYSIDE PLAY ACTION COUNCIL

Membership application form and renewal

Membership No		
Name of organisation		
Name of contact person		
Contact address		
Postcode		
Telephone Number		
Fax		
Email		
Please give a brief summary of your aims objectives		
Please give a brief description of your activities		
Please estimate how many children you work with or have contact with on a monthly basis		
I/we have read and agrees to be bound by the terms and conditions of membership and enclose please tick box		
Membership fee How would you describe your group? Community group £30 Student £5 School unviersity Large org £50 artists £15		
(for more information see who can be a member at the front of this pack)		
Print name and position		
Signed		Date

DECLARATION

We/ I have trained or experienced people to unpack, set-up and monitor the hire items including packing away	YES/ NO
We/ I have PUBLIC LIABILITY INSURANCE cover for the use of any of MPAC equipment including inflatables	YES/NO
We/ I will take responsibility for the collection and the return off ALL EQUIPMENT	YES/NO

If any 'NO' answers are shown contact with the resource department must be sought before items can be released.

We/I have read and agree to bound by the terms and conditions as above and take full responsibility personally or on behalf of

Group

Name	Position
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We/I will undertake to reimburse the full replacement cost of the said equipment or to compensate (subject to MPACs agreement on a compensation offer) MPAC for any loss damage to the said equipment whilst it is in our care.

Signed:	Date:
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A copy of the method of payment will be photocopied below and given as way of receipt