

# **WISBOROUGH GREEN SPORTS CIO**

## **WGS RULE BOOK**

Wisborough Green Sports ("WGS") is a Charitable Incorporated Organisation registered with the Charities Commission (registration number 1179541). WGS governing document sets out the charities objects and how it is governed.

This document sets out rules and procedures for the effective operation of the organisation. This includes rules to ensure:

1. Members & Associate Members
2. Licencing
3. Annual Accounts and General Meetings
4. Pavilion Bar
5. Use of Facilities
6. Bar Staff Responsibilities
7. Health & Safety
8. Safeguarding
9. Insurance
10. Illegal Drugs
11. Club Colours and Insignia

Nothing in this document takes precedence over the organisations governing document.

### **1. Members & Associate Members**

- 1.1. Persons will only be entitled to the privileges of membership following an interval of two days following their nomination and/or application for membership being approved and their admission as members or associate members .
- 1.2. Persons qualifying for membership without prior nomination or application will only be entitled to the privileges of membership following an interval of two days following their being admitted as a member or associate member.
- 1.3. The minimum number of members and associate members is 25.
- 1.4. Specific Rules for Associate members are provided in Appendix A

### **2. Licencing**

- 2.1. The bar facilities will only be open for the sale of intoxicating liquor during permitted hours. The permitted hours for the sale of intoxicating liquor will be displayed in the pavilion.

- 2.2. The Board of Trustees (the members) will elect a Licencing Subcommittee made up of 3 members or associate members who have attained the age of 18.
- 2.3. Only responsible persons appointed by the Licensing subcommittee will be permitted to open the bar.
- 2.4. Only Playing, Non-Playing and Life Members will be able to purchase intoxicating liquor at the bar.
- 2.5. Any member may introduce not more than two guests at any one time into the pavilion. A guest book shall be kept at the pavilion and every member introducing a guest shall be responsible for entering their names and signing the book on each occasion. Guests may then purchase intoxicating liquor if they so desire.
- 2.6. Members are responsible for the behaviour of their guests whilst using the bar facilities.
- 2.7. Members of teams or other persons who visit the pavilion at the invitation of an associated club for the purpose of fulfilling a sporting fixture or taking part in competitions may during their visit to the premises be permitted to purchase intoxicating liquor from the pavilion on the same terms as the members are so permitted. Such teams shall be entered in the guest book and countersigned by a member of the home team or a member of the committee.
- 2.8. Intoxicating liquor is not to be provided on the premises otherwise than by or on behalf of the Association.
- 2.9. No arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the club.
- 2.10. No arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from—
  - 2.10.1. any benefit accruing to the club as a whole, or
  - 2.10.2. any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

### **3. Annual Accounts and General Meetings**

- 3.1. WGS prepares and submits its annual accounts to the Charity Commission at the end of each financial year, once approved, these will be made available for inspection by members at the next AGM.
- 3.2. An AGM will be held each year within four months of WGS's end of year

### **4. Pavilion Bar**

- 4.1. No credit to be given and no bar "tabs" are allowed
- 4.2. "Cashback service" will not to be provided
- 4.3. The TV channel shown will be determined by the majority of members present unless a pre-publicised event involves the showing of a particular channel.

- 4.4. No studded boots are to be worn in the bar area and entrance to the changing rooms in muddy conditions is strictly to be via the rear changing room doors.
- 4.5. The club is a family area and members and their guests should behave accordingly
- 4.6. Good conduct is expected by all members and their guests at all times. Any breaches of conduct will be dealt with initially by a 'yellow card'. Further breaches will result in a 'red card' and immediate expulsion from the club. Their name will also be passed to other local licenced premises who whom we have a reciprocal banning arrangement.
- 4.7. The club bar is only open during regular licensing hours unless covered by a special events TENS license. No alcohol will be served outside these hours.
- 4.8. No unaccompanied children are allowed on the bar at any time. All children under 16 must leave the bar by 21.00. Children over 16 may remain after 21.00 provided they are accompanied by an adult club member.
- 4.9. Alcohol cannot be consumed by anyone under the age of 18 either inside the club or in the immediate vicinity outside. WGS will look to enforce this during opening hours but the Green is a public open space and WGS cannot be held accountable outside of opening hours, for the wider Green (i.e. beyond the footprint of the Pavilion and paths), or for non members.
- 4.10. Members and their guests must respect the neighbours and grounds when leaving the premises
- 4.11. Anyone found damaging club property will be expelled immediately
- 4.12. Members of the club must be respectful to visiting teams and their guests when they are on the club premises or on the green to play sport.
- 4.13. The Stewards, Bar Staff and Social Club Committee members are responsible for the day to day running of the club and the interpretation of club rules. Their word is final!
- 4.14. Only members of the club and their guests can use the facility unless there is an outside event covered by the appropriate license extension.

## **5. Use of Facilities**

- 5.1. The WGS is responsible for coordinating the use of the Green for sport and working within the Parish Council's Green Coordination Committee to ensure fair use of the Green for all villagers.
- 5.2. A grounds calendar is maintained by the Cricket Club which serves as the calendar for all clubs. It is the authority on who can use the Green on any given day.
- 5.3. A similar system will be put in place for the use of Stable Field when that becomes ready for use in Spring 2019.
- 5.4. Any requests to book the Pavilion bar or upstairs room should be made to the [committee@wisboroughsports.org](mailto:committee@wisboroughsports.org).
- 5.5. Anyone using the facilities is responsible for leaving them in a proper state and reporting any problems to the bar staff or a committee member.

- 5.6. As primary seasonal users of the Green the Football and Cricket Clubs should agree the handover date and the end of their season and advise the Committee. They should ensure that changing facilities are cleaned by the handover date.
- 5.7. All associated clubs are responsible for the general maintenance of facilities and the Committee will determine how remedial works will be undertaken and the share of costs attributed to each club (if any).

## **6. Bar Staff Responsibilities**

- 6.1. Ensuring that the terms of a Club Premises Licence are enforced together with the rules set out in this document.
- 6.2. To follow the opening and closing procedures displayed in the kitchen behind the bar.
- 6.3. Reporting and misconduct by members or their guests to the Chairman or a committee member
- 6.4. Ensuring under age drinking does not occur and that no illegal drug taking takes place on the premises.

## **7. Health & Safety**

- 7.1. Wisborough Green Sports aims to ensure, as far as reasonably practicable that:-
  - 7.1.1. All playing members senior and youth, non-playing members, and visitors are in a safe environment whether on the field of play, pavilion or working with field machinery.
  - 7.1.2. Information, training and supervision are available to club members when working on or with field machinery.
  - 7.1.3. Safe arrangements are in use and made available to club members when maintaining the field.
  - 7.1.4. Pavilion and field (in conjunction with the Parish Council) are well maintained.
  - 7.1.5. To encourage a safe environment.
  - 7.1.6. To ensure that visiting teams and friends enjoy any occasion held at Wisborough Green.
- 7.2. WGS's full Health & Safety Policy is provide in Appendix B

## **8. Safeguarding**

- 8.1. Minors may only use facilities when accompanied by a parent or guardian
- 8.2. Associated clubs are responsible for ensuring they comply with their governing body's safeguarding policies
- 8.3. The Board of Trustees will nominate a Trustee who will be responsible for ensuring associated clubs have requisite policies and practices in place.
- 8.4. The Pavilion is remotely monitored internally and externally by CCTV

## **9. Insurance**

- 9.1. WGS will ensure that appropriate Public Liability insurance is always in force. This will cover the WGS's and associated clubs' normal activities within the Pavilion, on the green and at Stable Field.
- 9.2. Activity outside of the norm must be cleared with the Chairman to ensure it is covered. If it is not covered the Chairman may seek advice from the WGS's insurers or the activity may not be permitted.
- 9.3. The WGS will also ensure cover is in place for the buildings and its contents.
- 9.4. The WGS does not provide insurance cover for personal injury.
- 9.5. A copy of the Policy Schedule is displayed on the Pavilion noticeboard

## **10. Illegal Drugs**

- 10.1. The WGS operates a zero tolerance to the use of illegal drugs on or near its facilities
- 10.2. Offenders will be excluded from the club and reported to the police and will face a lifetime ban.

## **11. Club Colours and Insignia**

- 11.1. The colours of the club shall be green and white.

SIGNED by way of adoption on 1<sup>st</sup> December 2018

by the Chairman on Behalf of the Board of Trustees.

## **WISBOROUGH GREEN SPORTS**

### **Associate Members**

**Comprise the following groups:-**

- **Honorary Life Members,**
- **Paid Up Life Members,**
- **Playing Members,**
- **Non Playing members (which will include Family Members –parents/guardians of colts under the age of 16)**

Each associated Sports Club will pay £10 for each of their members over the age of 16 to Wisborough Green Sports. Need to consider this further

For winter sports by the end of January, summer sports by the end of June – the membership year will run from November to October i.e. 2018/19 season will require football to pay by January 2019 and cricket by June 2019.

Membership fees will be deemed to be outstanding from the previous years membership up to these dates, after which individual membership will cease.

All clubs must submit a list of members including an email contact address, and in the case of Family Members the preferred contact. Clubs will be expected to have full contact details of all their members. A special note must be made of members who are under the age of 18.

Wisborough Green Sports reserves the right to terminate any individual associate membership following a documented reason for such action, authorised by a Trustee.

October 2018

## **Wisborough Green Sports**

### **Health and Safety Policy**

#### **Aims**

**Wisborough Green Sports aim to ensure, as far as reasonably practicable that:-**

- **All playing members senior and youth, non- playing members, and visitors are in a safe environment whether on the field of play, pavilion or working with field machinery.**
- **Information, training and supervision are available to club members when working on or with field machinery.**
- **Safe arrangements are in use and made available to club members when maintaining the field.**
- **Pavilion and field (in conjunction with the Parish Council) are well maintained.**
- **To encourage a safe environment.**
- **To ensure that visiting teams and friends enjoy any occasion held at Wisborough Green.**

#### **Responsibilities of Members and Visitors**

a) All members and visitors are expected to take care of their own health and safety whilst on the field or in the clubhouse. It is the duty of club members to ensure that the visiting team or visitors are made aware of any particular hazards they are likely to encounter and how to deal with them.

b) Everyone in the club is expected to co-operate in maintaining a safe and healthy environment for all. This includes obtaining adequate information and advice before using equipment and techniques.

c) The club Welfare Officer is responsible for monitoring safety requirements at the club and introducing appropriate safety measures if deemed necessary.

#### **Club Member and Visitor Safety**

a) Members and visitors have a responsibility for their own safety and that of others but the club must ensure that all reasonable precautions are taken.

b) Members should be made aware of their responsibilities regarding safety matters and to any specific instruction, by inducted courses, safety information leaflets and word of mouth.

c) Youth Managers and Coaches must provide key safety information to members undertaking activities under their supervision.