

2023 Issue 01

Bourne End Junior Sports Club

Club Rules



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SPORTS HALL, NEW ROAD, BOURNE END, BUCKS, SL8 5BS

BEJSC Club Rules

Club Rules & Aims

The aim of the Club is to provide the opportunity for children and young people to participate in sport and recreation and to develop social and leadership skills within the community.

In order to achieve this aim the Club undertakes to provide, as far as possible, the policies, facilities and resources to enable children and young people to have access to a wide range of sports and activities.

Eligibility for Membership

- ⦿ Children from the age of 4 years may become members, but this starting age varies from one sport to another, and is at the discretion of the Section Leaders. There is no maximum age. In a very few sports there are adult members, but care must be taken not to exclude juniors.
- ⦿ All abilities are welcome from beginners to county level and above. There should be no discrimination since sport should be for the enjoyment of all. Special needs should be catered for as far as is possible so that all can feel included.
- ⦿ There are no geographical boundaries.
- ⦿ Some sections have limits to the number they can accommodate at any one time. Waiting lists may be necessary – records of those waiting should be kept and the order adhered to. An exception to this will be if the parent of a child waiting is willing to become a regular helper, or is already helping with another section.

Membership Conditions

- ⦿ Membership fees are due to the Club as and when a child joins. At the discretion of the Section Leader a child may have a trial session before making any payment.
- ⦿ Membership forms must be completed at the earliest opportunity and passed to the Club administrator for registration. Care should be taken to record any health warnings on forms.
- ⦿ Termly, quarterly or seasonal subscriptions are to be collected at the earliest opportunity. Refunds of all or part of subscription fees may be given in some cases e.g. long term illness, injury, etc.
- ⦿ If a member is found to be behaving badly, is rude to leaders or other members, or puts the safety of others at risk, (s)he may be suspended or asked to leave immediately. Members should not be sent home unaccompanied (unless in the older age range). Parents should be telephoned and asked to collect them. These incidents should be reported to the Chairman.
- ⦿ The Code of Conduct outlines expectations for standards of behaviour for members, leaders, helpers, parents and spectators. Anyone breaching these standards should be dealt with in an appropriate manner.

Health & Safety, Good Housekeeping.

- ⦿ COVID-19 – It is a requirement for all staff, users, hirers, leaders, volunteers and members to comply with the club rules on coronavirus mitigation that may be in force at the time.
- ⦿ All premises and equipment used shall be maintained in good useable condition. All equipment shall be checked regularly to ensure that safety standards are met. All equipment shall be stored in an appropriate place.
- ⦿ All users shall leave premises in a tidy state. If the premises are not being used immediately following the current session, heating and lighting shall be turned off and premises locked. Check all fire and exit doors.
- ⦿ A Child Protection Policy is in place. All Section Leaders, helpers, parents giving lifts, etc. must comply with guidance set out in the Policy and in line with statutory regulations and complete a CRB check, on entry to the Club. The Chairman keeps this information with strict confidentiality. Section Leaders must provide an up to date list of helpers to the Chairman annually, and ensure any subsequent recruits complete a CRB form. These must be updated every three years. Child Protection Training will be made available.
- ⦿ Section Leaders should always arrive before members. A register or count should be taken and checks made to ensure younger children do not wander off. At the close of sessions make sure all children are collected. A child should never be left alone waiting for a parent; they should wait in a safe place, not out on the street.
- ⦿ The Section Leader shall supply a full list of members to the Administrator, plus all completed membership forms.
- ⦿ Insurance cover is provided for all registered members (see information attached). All Section Leaders and helpers are covered by the Club insurance policy for accident or injury whilst in the execution of their duties, provided there is no negligence on the part of the person concerned. Equipment is also covered in the policy, both within club premises and in transit.
- ⦿ Any monies collected from fees, subscriptions, sponsorship or events should be banked at the earliest opportunity. Full records must be kept to demonstrate income and expenditure. Cash or personal funds must not be used to purchase equipment, etc. The Club is answerable to the Charity Commission and Companies House and must demonstrate clear accounting procedures. A cheque to cover purchases should be requested from the Treasurer. Invoices and receipts must be passed to the Treasurer.

Rights and Privileges

- ⦿ It is the policy of the Club to encourage members to 'put something back into the Club' by helping younger or less able members.
- ⦿ Section Leaders, helpers and older members are encouraged to gain qualifications in their sport. Leadership Courses are available for members. Assistance with funding will be given where appropriate, on application to the Directors.
- ⦿ Sections have a budget within which they should work. Directors must approve any additional expenditure.

- ⦿ Members under 18 years and adult affiliated members do not have voting rights. Views of members are frequently canvassed for development of the Club.
- ⦿ Trustees and Directors of the Board have powers to vote.
- ⦿ Junior members have an opportunity to sit on the Junior Committee to represent their Section.
- ⦿ Section Leaders/Managers are expected to attend bi-monthly Section Leader Meetings. Regular helpers are also welcome.
- ⦿ Parents and helpers are welcome to attend the bi-monthly Supporters Meetings.
- ⦿ Section Leaders/Managers or representatives may represent their sport at outside meetings, but should not represent the Club without prior agreement of the Directors.
- ⦿ Sections are encouraged to become affiliated to Governing Bodies of their sport.
- ⦿ The Club is affiliated to many local and national organisations for the purpose of enhancing opportunities for members, and encouraging community involvement.
- ⦿ Section Leaders are expected to encourage all members and helpers to support, attend and participate in whole Club events and occasions.
- ⦿ Section Leaders/Managers and members are expected to respect the GDPR Regulations of 2018 covering the collecting, handling and management of personal data

Members Code of Conduct

By agreeing to the club rules, we also expect members and parents/guardians to agree to a code of conduct as shown below. Failure to abide by the principles could result in membership being withdrawn.

⦿ No bullying	⦿ Respect personal space & follow Covid-19 procedures
⦿ Value good manners	⦿ Do not respond aggressively
⦿ Everyone's opinion to be valued/respected	⦿ Be supportive to each other
⦿ Show appreciation for others efforts	⦿ Respond to the section Leader
This code of conduct has been created so that all members can enjoy their time and thrive at BEJSC. If there is something you are not happy with contact your section leader, the club welfare officer or a responsible adult so that we can ensure a safe and welcoming environment for all.	

Summary

It is through working together that the Club has grown to its present size and status. Partnership and communication are vital – help us all pull together to make a difference in the development of children and young people through sport and recreation.

This policy was adopted on: Tuesday 19th July 2011 **(Date)**

& Reviewed on: 1st September 2022 **(Date)**

On behalf of the Trustees:

(Chairman).....  **(Signed)**

This policy will be reviewed annually by the Trustees