

# NPL Sports Club

## “Blue Book”

January 2010

### Contents

1	Chairman’s Introduction .....	2
2	Club Rules .....	3
3	Standing Orders .....	10
4	Main Committee and Secretary .....	12
5	Membership .....	12
6	The Sectional Charge Formula .....	14
7	Ground .....	15
8	Pavilion and Changing Rooms .....	16
9	Maintenance Officer .....	17
10	The Stanton Trophy Competition .....	17
11	Timetable .....	18
12	Equal Opportunities .....	20
13	Child Protection .....	21
14	Sectional Information and Rules .....	22

## **1. Chairman's Introduction.**

The purpose of the Blue Book is to provide the framework for the management of NPL Sports Club. The Blue Book contains the Club rules and the Standing Orders for the conduct of business at Club meetings. In addition there are a series of sections outlining the responsibilities of all those involved in the running of the Club, giving further guidance on the conduct of Club affairs.

This is the fifth revision of the Blue Book since its inception in 1976 and brings together the various changes that have occurred in the management of the Club over the past years including, in this revision, the adoption of specific equal opportunities and child protection policies.

The Main Committee's function is to maintain the Club's facilities in good order for use by the membership. Facilities are made available to the Sections for an annual charge. This gives autonomy to the Sections and allows them freedom in the running of their particular sports. However, this system of organisation is not intended to lead to a fragmented Club, as we are all interdependent. We, that is the Officers of the Main Committee and of the Sections, should all be working for one common goal - the success of NPL Sports Club.

I hope this Blue Book will be of some assistance in achieving this goal.

## **2. Club Rules.**

### **TITLE**

1. The title of the Club is: NPL Sports Club. This may be abbreviated to NPLSC.

### **OBJECTIVE**

2. The objective of the Club is to provide facilities for and promote participation of the whole community in eligible sports.

### **PREMISES**

3. The premises of the Club are the Pavilion situated on the Club Sports Field, otherwise known as the East Field, Bushy Park. The postal address of the Club is: Queens Road, Teddington, Middlesex, TW11 0LW. The Pavilion telephone number is: 020 8977 6395.

### **COLOURS AND BADGE**

4. The colours of the Playing Sections of the Club are subject to the approval of the Main Committee (see rule 5). The badge of the Club will be in accordance with the design retained by the Honorary Secretary.

### **MANAGEMENT**

5. The affairs of the Club will be managed by a Committee elected in accordance with rule 11, and referred to as the Main Committee.

### **MEMBERSHIP**

6. Membership of the Club is open to all without discrimination. Membership may be on an individual basis or as part of an agreement with another organisation to apply for membership on behalf of its own members or employees. Such group memberships are known as "Corporate Memberships".

7. The Main Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sports into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

8. Honorary life-membership may be conferred on a member who has given long and outstanding service to the Club. The member concerned must be proposed to the Main Committee at least two meetings before the Annual General Meeting (AGM), and then, if endorsed, the member will be proposed by the Main Committee to the AGM for approval.

## **PRESIDENT AND VICE-PRESIDENTS**

9. A President and Vice-Presidents will be elected annually at the Annual General Meeting of the Club.

## **SECTIONS**

10. (a) The Club is divided into Sections named after the sports or activities with which they are associated.

(b) The rules of each Section must be approved by the Main Committee before becoming operative.

(c) The affairs of each Section will be managed by a Committee elected by the members of that Section in accordance with the Sectional rules.

(d) The financial arrangements of each Section will be governed by rule 18.

(e) The Committee of each Section is responsible for all Club property allocated to that Section.

## **MAIN COMMITTEE**

11. (a) The Main Committee consists of:

(i) Sixteen members, who will each serve for two years, elected by and from members of the Club. Eight members will retire each year and will be eligible for re-election.

At least four weeks before the date of the Annual General Meeting the Secretary will place notices calling for written nominations for the eight vacancies. A proposer and seconder, both members of the Club, must sign each nomination, and the nominee's consent must be demonstrated. Nominations must reach the Honorary Secretary at least ten days before the date of the Annual General Meeting.

The Scrutineers appointed at the previous Annual General Meeting will then, if necessary, hold a ballot of all members present at the Annual General Meeting.

(ii) One representative from each Section of the Club. The names of such members nominated by Sections will be posted three clear days before the date of the Annual General Meeting, and then presented to the Annual General Meeting for approval.

(iii) If required by the Main Committee, a representative from any body to which the Club is affiliated, to be approved according to rule 11 (a) (ii).

(b) The Main Committee must hold its first meeting in any year not later than seven days following the date of the Annual General Meeting.

(c) The Main Committee may fill casual vacancies occurring during any year by co-option.

### **POWERS OF THE MAIN COMMITTEE**

12. (a) The Main Committee takes office at the end of an Annual General Meeting and remains in office until the end of the next Annual General Meeting.

(b) The powers of the Main Committee include the general management of the Ground, Pavilion and other buildings; the general control of the finances of the Club; and the decision on all matters not provided for in these rules.

### **ELECTION OF OFFICERS**

13. At its first meeting following the Annual General Meeting the Main Committee elects, from its membership, the following officers:

Hon. Chairman	Hon. Ground Steward
Hon. Vice-Chairman	Hon. Assistant Ground Steward
Hon. Secretary	Hon. Maintenance Officer
Hon. Treasurer	Hon. Membership Secretary
Hon. Pavilion Secretary	Hon. Social Secretary
Hon. Assistant Pavilion Secretary	Hon. Minutes Secretary
Hon. Pavilion Treasurer	Hon. Stanton Trophy Convenor

Officers remain in office until the corresponding election in the following year.

### **ELECTION OF SUB-COMMITTEES**

14. At its first meeting following the Annual General Meeting, the Main Committee elects from its membership the Bar Committee, consisting of the Hon. Pavilion Secretary and at least two other members, which manages the purchase and supply of intoxicating liquor by the Club.

Other Sub-Committees may be appointed if deemed necessary for the efficient organisation of the Club.

### **ELECTION TO MEMBERSHIP**

15.(a) An application for membership under rule 6 must be made on the appropriate form. Each application is examined by the Membership Secretary, who has the power to approve the application on behalf of the Main Committee.

(b) No person will be admitted to membership or be admitted to any of the privileges of membership without an interval of at least two days between application for membership and admission. The name and address of each applicant shall be prominently displayed in the

Club premises in a part frequented by members for at least two days before their admission to the privileges of membership.

### **GENERAL MEETINGS**

16. (a) The Annual General Meeting of the Club is held during April or May. At this meeting the Main Committee presents a report on its work and a statement of accounts for the financial year.

(b) The Main Committee has the power to call a General Meeting at any time.

(c) The Hon. Secretary must call a General Meeting on the written application of not less than fifteen members of the Club for the consideration of any motion therein specified in regard to Club affairs. No other business can come before a meeting so called.

(d) No less than seven days' notice of any General Meeting will be given by the Hon. Secretary. The notice will state the business to be transacted at the meeting.

(e) At any General Meeting a simple majority will, unless otherwise provided for in these rules, be sufficient to carry any motion.

### **SCRUTINEERS AND FINACIAL REVIEWERS**

17. (a) At least two Honorary Auditors, not members of the Main Committee, will be appointed at the Annual General Meeting of the Club. One will review the Statement of the Main Account and the other will review the Statement of the Pavilion Account (see rule 18), to ensure they give a true and fair view of the financial position of the Club. Both Statements will be submitted by the Main Committee to the next Annual General Meeting.

(b) Two Honorary Scrutineers will be appointed at the Annual General Meeting of the Club.

### **FINANCIAL ARRANGEMENTS**

18. (a) The financial year of the Club will be from 1 March to the last day of February following.

(b) The Main Committee will receive all monies accruing to the Club except those monies raised by the Sections for themselves.

(c) The Main Committee will only raise monies on loan with the approval of a majority of members present and voting at a General Meeting of the Club.

(d) All monies received by the Club otherwise than in the normal course of trading in the Pavilion will be placed in the Main Account, administered by the Hon. Treasurer, out of which the Ground and Club premises will be maintained.

(e) The Hon. Treasurer will keep proper records of the monies received into and expenditure from the Main Account.

(f) All orders involving expenditure from the Main Account will be authorised by the Hon. Treasurer on behalf of the Main Committee and all invoices due on the Main Account will be presented to the Hon. Treasurer for payment.

(g) All monies received in the course of trading in the Pavilion will be placed in a Pavilion Account, administered by the Hon. Pavilion Treasurer, out of which will be met the expenses involved in the provision of refreshments and other services in the Pavilion.

(h) The Hon. Pavilion Treasurer will keep proper records of the monies received into and the expenditure from the Pavilion Account.

(i) All orders involving expenditure from the Pavilion Account will be authorised by the Hon. Pavilion Treasurer on behalf of the Main Committee and all invoices due on the Pavilion Account will be presented to him for payment.

(j) Each Section will be responsible for its own affiliation fees and the purchase of necessary equipment, except such items as agreed by the Main Committee to be covered by general Ground costs.

(k) Once a year the Main Committee will ask for estimates of expenditure for the Ground and Club Premises. After consideration of these, the Main Committee will fix a Sectional Charge for the ensuing year for each of the Green-field Sections, using an agreed formula.

(l) A Section, or Sections, will be required to contribute up to 50% towards the purchase of any piece of ground equipment, bought by the Main Committee, for use in the preparation or upkeep of a part of the Sports Field used only by that Section, or those Sections. Such equipment will only be bought after consultation with the Sections concerned.

(m) Sections may raise and accrue monies as may be necessary for the paying of affiliation fees, the provision and maintenance of equipment and general running expenses, appropriate solely to each of their activities. Any methods for raising money employed by each Section must have the approval of the Main Committee. Sections must present their financially reviewed accounts to the Main Committee annually.

(n) Estimates for expenditure required by the Club for the ensuing year will be presented to the Annual General Meeting. The Main Committee will, if the need arises, have the power to incur expenditure during the year not included in this estimate.

(o) In the event of the dissolution of the Club, available funds will be used to meet any obligations arising from agreements entered into by the Club, including the terms of the Ground Licence. The Main Committee will dispose of any remaining funds for approved sporting or charitable purposes. Such purposes are, to the national governing body of an eligible sport for use by them for related community sports, to another Club which is a registered Community Amateur Sports Club (CASC) or to a registered charitable organisation(s).

(p) The Income and Property of the Club shall be applied solely towards promoting the Club's objectives as set out in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to Members of the Club.

### **SUBSCRIPTIONS**

19. (a) The annual social subscription payable to the Club for all members will be the amount set by the Main Committee and agreed at the Annual General Meeting. Individual playing Sections may charge their members additional fees via a sectional subscription or match fees as appropriate.

(b) The level of social subscription will be reviewed annually. The new subscription rates apply from 1 March each year.

### **HOURS OF OPENING AND CLOSING OF CLUB PREMISES**

20. The Club will be opened and closed at such hours as may from time to time be fixed by the Main Committee.

### **THE SALE AND SUPPLY OF INTOXICANTS**

21. Intoxicating liquor will be sold in accordance with the Licensing Act 2003 as detailed by the Licensing Authority (currently the London Borough of Richmond upon Thames). Requests for extensions to the regular hours may be obtained for particular events by application to the Licensing Authority via the Honorary Secretary.

Intoxicating liquor may be supplied by or on behalf of the Club for consumption on the premises to the following persons, who must all be over eighteen years of age, and in the circumstances described:

(i) Members of NPL Sports Club and of other sports or social clubs and their guests who visit the Club in connection with the organisation or playing of indoor or outdoor games and other events arising from the usual activities of a sports club.

(ii) Bona fide visitors infrequently attending social functions organised by the Club on the Sports Field or in the Pavilion.

### **EQUAL OPPORTUNITIES AND CHILD PROTECTION**

22 (i) All members and employees of NPL Sports Club must abide by the Club's policy on equal opportunities.

(ii) All members and employees of NPL Sports Club must abide by the Club's policy on child protection.



(iii) The Main Committee will appoint at least one Child Protection Officer who will be either a member or employee of the Club.

### **SECURITY**

23. All Club members and visitors will obey security notices and follow directions given by site security staff.

### **ALTERATION OF RULES**

24. No rules shall be made nor any rule altered without the authority of at least two-thirds of the members present and voting at a General Meeting. The terms of any motion affecting the rules shall be communicated in writing to the Hon. Secretary not less than five days in advance of the General Meeting. The Hon. Secretary will give notice of such motion to the members of the Club not less than three days in advance of the meeting.

### **3. Standing Orders for the Conduct of Club Meetings.**

The constitution and powers of the Main Committee are governed by the relevant rules of NPL Sports Club.

(1) At its first meeting following the Annual General Meeting the Main Committee shall elect Officers in accordance with rule 13.

The name first proposed for any office will be put first to the meeting. If it is not agreed by a clear majority of the members present, the second, third, etc., names will be put to the meeting in that order.

If a name receives the votes of a clear majority of the members present, the member will be deemed elected to Office. Should no clear majority arise from the ballot (the acting Chairman has no casting vote) then a fresh ballot is necessary.

(2) Meetings of the Main Committee will be convened by the Secretary on the authority of the Chairman or at the written request of any four members of the Committee. Notice of each meeting, also the Agenda, must be in the hands of all members of the Committee at least three days before the date of the meeting.

(3) In the absence of the Chairman and Vice-Chairman, a meeting shall elect one of the members present to the Chair. This member shall hand over the Chair to the Chairman or Vice-Chairman if one or the other arrives during the meeting.

(4) All speech at meetings of the Committee shall be addressed to the Chairman.

(5) The first business of any meeting shall be to read the Minutes of the last meeting and to confirm their verbal accuracy. If the Minutes have been circulated previously, they may be taken as read.

(6) The items on the Agenda will then be taken in the order in which they appear on the Agenda. Additional business introduced by members may then be dealt with at the discretion of the Chairman.

(7) Motions relating to items of business before a meeting must be proposed and seconded. They will then be debated, and the Chairman is empowered to close the debate when he considers a motion has been sufficiently discussed. The Chairman will prevent discussion that does not bear upon the motion. The Chairman may propose or second motions as a member of the Committee.

(8) The Committee will vote on motions properly proposed and seconded by a show of hands. Should the vote be evenly divided the Chairman will have a second or casting vote.

(9) The proposer of a motion (or amendment) may withdraw the motion during discussion, if the Chairman grants permission to withdraw. No motion to rescind a resolution which has been passed during the last six months may be proposed unless four members present request permission to put such a motion.

(10) No debate may take place on a motion after it has been put to the meeting.

(11) Members of the Committee may abstain from voting on any motion (or amendment).

(12) An amendment may be proposed and seconded to any motion that has been proposed and seconded, before the original motion is put to the meeting. The amendment will then be put to the meeting before the original motion. The amended motion or (if the amendment has not been accepted) the original motion (provided no further amendment is proposed and seconded) will then be put to the meeting.

(13) No second amendment to a motion may be considered until the first amendment is disposed of. If the first amendment be carried, the amended motion shall be put to the meeting as an original motion, upon which a further amendment may be moved.

(14) An amendment may modify the original motion by leaving out words, inserting words, or replacing words. It may not negate the original motion.

(15) The Committee may appoint Sub-Committees to deal with any particular item of business. Sub-Committees may, if granted permission by the Main Committee, co-opt to their body members of the Sports Club who are not members of the Main Committee, and such co-opted members may vote in Sub-Committee.

(16) Sub-Committees will report in writing to the Main Committee when requested.

(17) Every member of the Main Committee shall be provided with one copy of the Standing Orders and Club Rules.

#### **4. Main Committee and Secretary.**

a) The Sports Field is owned by the Crown. It is licensed to the Main Committee of the Club through the Department of Culture, Media and Sport. The rent of the ground is payable quarterly by the first of April, July, October and January.

b) The Main Committee is responsible to the President for the running of the Club, and, subject to his approval, the ultimate arbiter in all matters.

The function of the Main Committee is defined in rule 12.

c) The Annual Report.

Ten weeks before the date of the AGM, the Secretary should distribute notes requesting the Sectional contributions to the Annual Report by 31 March.

The reports are then sent to the Chairman who, in conjunction with the Vice-Chairman, will edit them and return them to the Sectional Secretaries for comment and settling of outstanding points.

Copies of the report should be available for inspection two weeks before the AGM.

d) Any changes in the constitution of a Section of the Club, together with any changes in procedure, must be notified to the Club Secretary.

e) The function of the Club Secretary is to ensure that the Club organisation runs smoothly. In particular, the Secretary should ensure that the Agendas for Main Committee Meetings are compiled and issued at least one week in advance of the meeting. The Secretary should further ensure that the Minutes of these meetings are distributed within two weeks of the meeting and should, in conjunction with the Chairman, confirm that appropriate action follows all decisions and that correspondence is dealt with rapidly.

#### **5. Membership.**

Membership matters are the joint responsibility of the Membership Secretary, the Club Treasurer and the Sectional Treasurers (or other suitable officers).

Sections are required twice yearly, in April and October, to submit a list of playing members to the Membership Secretary who will then amend the records and advise Sections of errors etc.

Collection of social subscriptions not covered by Corporate Membership arrangements must be organised by the Sections, but the Membership Secretary will notify them of outstanding amounts.

***Procedure Note on Membership and Subscriptions:  
Responsibilities of Members, Playing Sections and Club Officers.***

This note outlines the responsibilities of Sports Club members, playing Sections and Club Officers in matters of membership and subscriptions. Most of what is set out below is already

stated or implied in the rules and procedures, but it is scattered around under various headings. The Club Officers felt it would be helpful to collate all the relevant points in a single note.

## **I. Joining NPL Sports Club.**

The approach to join a Section of the Club will generally be made through the Section concerned; those wishing to become social members of the Club should contact the Membership Secretary. The Club Officers (Chairman, Secretary, Treasurer, etc.) will be glad to advise anyone having difficulty in contacting a particular Section with a view to joining.

All potential members must complete a membership application form.

## **II. Members' Responsibilities.**

It is the duty of each member to pay a social subscription to the Club. The subscription becomes due on first joining the Club and thereafter on 1 April each year (for social members and members of summer Sections) or on 1 October each year (for members of winter Sections). Members joining the Club after the start of the season should start off by paying the full subscription.

Members, other than those covered by Corporate Membership agreements, should not wait to be approached for their subscriptions; they should make payment as soon as the subscription becomes due, to an appropriate officer designated by their Sectional committee or, in the case of social members, to the Membership Secretary or Club Treasurer.

Each member must also pay their Section whatever that Section has agreed to charge, be it annual subscription, match fees or both.

The Club reserves the right to retrieve arrears in respect of social subscriptions unpaid or incompletely paid in previous years. **Members of any category who wish to resign must notify the Club (ie Membership Secretary or appropriate Sectional officer) in writing.** Those who have not done so will continue to be liable for payment of subscriptions.

## **III. Sections.**

Each Section should designate a particular officer who will liaise with the Membership Secretary and Club Treasurer in matters of membership, subscriptions and Sectional Charge.

It is the responsibility of each Section to maintain an efficient system for keeping track of its members. Sections are required to send an up-to-date list of active members to the Membership Secretary twice yearly, in April and October.

Each Section should notify the Membership Secretary without delay of new members joining or applying to join the Section. Sections should ensure that potential new members complete an application form and send it to the Membership Secretary.

It is a Sectional responsibility to ensure that members pay the correct Social subscriptions, on time. All subscriptions should be passed promptly to the Club Treasurer; retention of subscriptions by Sectional officers, due to forgetfulness or for other reasons, can result in

embarrassment through members being approached for subscriptions already paid. To speed up the issue of membership cards, Sections may to pay in advance for their members' social subscriptions. A list of names of members covered by the payment should be forwarded to the Membership Secretary and Club Treasurer.

It is the responsibility of each green-field Section to pay its Sectional Charge to the Club Treasurer by the agreed dates.

#### **IV. Membership Secretary.**

The Membership Secretary will provide current membership cards for all Club members on payment of their Social subscription, and will ensure that the Club membership records are kept up-to-date.

The Membership Secretary will compare the current membership lists provided by Sections against the Club membership records and will then inform the Club Treasurer and the Sections of subscriptions which are overdue and of any other anomalies in the Sectional lists.

#### **V. Club Treasurer.**

The Club Treasurer will receive and record all social subscriptions paid directly to the Club and check that the Membership Secretary has the names of all those who have paid.

The Club Treasurer will inform Sections of their yearly Sectional Charge and arrange a mutually agreed schedule for payments. The Club Treasurer will then inform the Sectional Representative to the Main Committee if payments are not made on time.

### **6. The Sectional Charge Formula**

The Sectional Charge is calculated annually for each of these green-field Sections: Bowls, Cricket, Football, Ladies' Hockey, Men's Hockey and Tennis.

The formula consists of a proportion of the Ground costs, a part of the Administrative costs, and subsidies determined by the Main Committee.

$$\text{Sectional Charge} = \frac{(GC - MS)}{100} * d + \frac{A}{6} - ES_{sec}$$

where:

*GC* is the Ground Costs; wages, fertiliser and seed, maintenance and equipment, fuel and Sectional Equipment.

*d* is the percentage demand for ground facilities by the Section as determined by the Ground Steward.

*A* is the Administrative Costs, including VAT, divided equally amongst the six major Sections.

*MS* is the Main Subsidy given to each Section in the proportion *d*%.

*ES<sub>sec</sub>* is an extra subsidy, which may vary from Section to Section, determined at the estimates meeting of the Main Committee.

The values of the components are reviewed annually at the estimates meeting of the Main Committee. The Hon. Treasurer will prepare a clear and concise report each year showing the basis on which each Sectional Charge was calculated.

For all sections, a minimum of 25% of the Sectional Charge to be paid within two weeks of the start of the relevant season, otherwise facilities will be withdrawn. The balance will then be payable in three instalments over the following three months. Any late payment will incur a surcharge of 10% of that payment.

## **7. Ground**

Only the Ground Steward or an appointed deputy has the authority to issue instructions to members of the ground staff.

### **a) Sectional Ground Representatives.**

Each Section must appoint a Sectional Ground Representative who will liaise with the Ground Steward in all matters relating to ground management relevant to the representative's Section.

### **b) Availability of Grass Pitches, etc.**

#### **Summer Season**

Bowls and cricket to start on the last full weekend in April with the grass tennis courts being brought in to use during the following week. The summer sports will continue until the penultimate full weekend in September. However, one summer section, on a rotation basis, will finish two weeks earlier to allow groundstaff to complete renovation work. In addition a Volleyball court will be available from May to September.

#### **Winter Season**

Football and hockey will start on the last full weekend in September and continue until the penultimate full weekend in April.

Use of the ground by any section outside of these dates must be discussed in advance and will be at the discretion of the Ground Steward and Grounds Manager.

### **c) Advice to Fixture Secretaries.**

Normal weekend fixtures including those on Bank Holidays during the season as defined above may be made without prior permission as long as they follow the accepted pattern of previous years. The Ground Steward, Groundsman and Bar Steward must be informed of any changes in fixture arrangements and, unless informed to the contrary, will assume that the fixtures as printed in the current fixture cards will be honoured.

Prior permission must be obtained from the Ground Steward for all other fixtures (e.g. midweek fixtures, Stanton Trophy fixtures and any fixtures requested by a section outside its normal playing season).

### **d) Ground Unfit for Play.**

Ultimate authority regarding ground fitness rests with the Ground Steward but, in the absence of the Ground Steward, the Groundsman or Sectional Ground Representative may make the decision. The Ground Representative is responsible for informing the appropriate persons regarding cancellation of fixtures (i.e. match secretary, opponents, catering staff, etc.)

e) Use of Club Machinery.

Any member wishing to assist with the provision of ground facilities should obtain prior permission, from the Ground Steward or Groundsman, before operating Club machinery. The Club will not be responsible for any injury to members (other than those in the employment of the Club) whilst using Club machinery.

f) Parking.

Within reason, parking is allowed at the Pavilion and on the access road to the Pavilion. On no account should cars pass in front of the Pavilion or drive on any of the grassed areas of the ground. At all times, parking must be in accordance with the instructions of Club Officers or employees.

## **8. Pavilion and Changing Rooms.**

The Bar Committee will consist of at least three members (this is a legal requirement) and will usually include:

Hon. Pavilion Secretary  
Hon. Assistant Pavilion Secretary  
Hon. Pavilion Treasurer

The Bar Steward may be invited to attend and contribute to meetings of the Bar Committee.

The staffing hours of the bar at weekends, summer and winter, are arranged in consultation with the Pavilion Secretary and the appropriate playing Sections.

It is essential that the Steward be informed of any alteration to fixture lists at the earliest possible moment.

The following conditions apply when booking the Pavilion for major events.

The organisers of the function must:

1. If required, make payment in advance for any extra hours worked by the Steward at an agreed overtime rate. Extra hours must be agreed with the Pavilion Secretary and the Steward.
2. If a licence extension is required, make a request to the NPLSC Secretary at least four weeks in advance. A payment at the rate levied by the Licensing Authority will be needed at the time of the request.
3. Provide the name and telephone number of the organiser to the Main Gate, the Pavilion Secretary and the Bar Steward.



4. Inform the site Security Officer in advance in writing and supply him with a sample ticket.
5. If required provide a deposit in advance; the amount of the deposit to be determined by the Bar Committee.
6. Request people to leave quietly and make their way to the gate by the shortest possible route.

The following conditions apply when booking the Pavilion for a minor function.

1. The name and telephone number of the organiser or delegate must be given to the Pavilion Secretary and Bar Steward. The Steward should be notified as far as possible in advance of the function.
2. The organisers are responsible for the conduct of those present and will be required to pay for any damages or losses.

All members of NPLSC may make use of the Pavilion and Changing Rooms, for example to shower after lunchtime exercise.

## **9. Maintenance Officer**

The responsibility of this officer is to maintain the fabric of the pavilion and its associated buildings to an acceptable standard. This includes day-to-day repairs and replacements and periodic refurbishment. In addition, improvements and alterations to suit a changing emphasis are, at times, required. While the Maintenance Officer will be directly involved in this work, it is the duty of Sections to supply helpers when requested. In addition, for major or specialised work, contract labour may be employed.

The Maintenance Officer must work within the budget allocated by the Main Committee and is responsible to them for its expenditure.

## **10. The Stanton Trophy Competition.**

Since 1933 the Stanton Trophy has been awarded to the overall winner of a series of competitions that are held annually by organisations employing staff on the Teddington Laboratories site. It is however rather more than just a series of sporting activities for it has become a very important part of the social fabric of the various organisations that have occupied the Teddington site over those years. For apart from giving everyone a chance to enjoy the various sports catered for by NPL Sports Club, (as well as a few that are not), these competitions provide an opportunity for staff, located in different organisations and in widely separated parts of a large site, to meet one another socially. An additional benefit is the chance of discovering new talent; many a star of NPL Sports Club first realised their latent potential whilst playing in the often light-hearted, but always fiercely contested, Stanton Trophy Competition.

The overall competition is controlled by a small sub-committee, chosen by the Stanton Trophy Convenor who is an elected member of the NPL Sports Club Main Committee. Apart

from the day to day running of the competition, this committee must ensure that the rules and composition of the competing units respond to the ever-changing structures of the different organisations involved.

The individual competitions are run by the relevant Sports Club Sections, which nominate an event organiser who reports the details and results to the Stanton Trophy Convenor, who then allocates points to the competing units according to the current Stanton Trophy points scheme. The event organiser can run the particular competition in the way that he/she considers best. If disputes arise, which are not covered by the rules of the sport or the organiser's own local regulations, they are resolved by the Stanton Trophy Committee.

Each Stanton Trophy Season runs from April 1 to March 31 and is formally brought to a conclusion at the Sports Club AGM, when the Chairman of the Main Committee presents the cups (or shields) to the winners of each competition and the President presents the Stanton Trophy itself to the unit with the greatest number of points; the overall winners.

## **11. Time Table.**

### **Fixtures.**

Winter fixture lists should be sent to the Hon. Secretary before 15 July and summer lists before 15 February preceding the respective seasons.

### **Annual Report.**

(1) 10 weeks before the date of the AGM, Sections are asked for contributions towards the Annual Report. They are given four weeks in which to present these. The latest date for submission of the contributions is 31 March of each year.

(2) After these four weeks, the Chairman and Vice-Chairman edit the contributions, any changes made being referred to the Sections involved. Two weeks should be allowed for this stage.

(3) The draft Report is presented to the Main Committee for approval or amendment at the Main Committee meeting preceding the AGM. This should be held four weeks before the AGM.

(4) As soon as possible, the President, Vice-Presidents and Life-members should be sent copies of the Report, together with minutes of the previous AGM and the agenda for the AGM.

### **Other matters relating to the AGM.**

(1) The AGM must, according to the Rules of the Club, be held in April or May. At least one week's notice should be given, but preferably two or three.

(2) Eight elected members on the Committee retire each year. At least four weeks before the AGM, notices should be displayed calling for written nominations for the eight vacancies. These must reach the Secretary at least ten days before the AGM (see rule 11 (a) (i)).

(3) The names of Sectional representatives for the coming year should be displayed at least three clear days before the AGM at which they will be submitted for approval. The Sections should be requested to supply these names at the Main Committee meeting prior to the AGM, being given two weeks in which to do so.

(4) An itemised agenda should be prepared by the Secretary for the Chairman at the AGM (usually the President or a Vice-President of the Club).

(5) Officers and sub-committees for the coming year must be elected at the first Main Committee meeting of the new year. This must be held within one week after the AGM. Officers to be appointed are:

Hon. Chairman	Hon. Membership Secretary
Hon. Vice-Chairman	Hon. Ground Steward
Hon. Secretary	Hon. Assistant Ground Steward
Hon. Treasurer	Hon. Maintenance Officer
Hon. Pavilion Secretary	Hon. Social Secretary
Hon. Asst Pavilion Secretary	Hon. Minutes Secretary.
Hon. Pavilion Treasurer	Hon. Stanton Trophy Convenor

Sub-committees to be appointed are:

Bar. Required by Law - at least three members.  
Any others required for the efficient running of the Club.

(6) Changes in the three Officers: Chairman, Secretary and Treasurer should be notified to the Clerk to the Justices, Magistrates' Court, Parkshot, Richmond, Surrey, TW9 2RF, and to the "Licensing Office", Richmond Police Station, 8 Red Lion Street, Richmond, Surrey, TW9 1RW.

## **12. Equal Opportunities**

1. NPL Sports Club is committed to a policy of equal treatment of all members and requires all members, of whatever level or authority, to abide by and adhere to this general principle and to the requirements of the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality.
2. All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:
  - 2.1. The treatment of any individual on grounds of gender, colour, age, marital status, race, nationality, ethnic or national origin, religion, sexual orientation or disability less favourably than others.
  - 2.2. Expecting an individual solely on the grounds stated above to comply with requirements related to their membership that are different from the requirements for others.
  - 2.3. Imposing, on an individual, requirements that are effectively more onerous for that individual than they are for others. For example, this would include applying a condition that it is more difficult for members of a particular race or sex to comply with than others not of that race or sex.
  - 2.4. Victimisation of an individual.
  - 2.5. Harassment of an individual.
  - 2.6. Any other act or omission of an act, which disadvantages a member in comparison to another, or others, purely on the above grounds. Therefore, in all of the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.
3. NPL Sports Club commits itself to the immediate investigation of any claims of discrimination on the above grounds. If it is found that discrimination has taken place, those responsible for the discrimination will be required to cease the practice immediately. If the discrimination persists, those concerned will be dealt with under the Club's disciplinary procedure (see rule 7). NPL Sports Club will make its best efforts to reverse the effects of discrimination against any member.
4. NPL Sports Club commits itself to meeting the needs of the disabled person whenever possible and will treat such members and potential members in exactly the same way as it does other members and potential members. The difficulties of their disablement permitting, assistance will be given wherever possible to ensure that disabled members are able to gain access to Club activities and facilities. Appropriate training will be made available to such members who request it.

## **13. Child Protection**

### **Introduction**

NPL Sports Club has a duty of care to safeguard all children involved in the activities of the Club from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The Club will ensure the safety and protection of all children involved in the activities of the Club through adherence to the Child Protection guidelines adopted by NPL Sports Club.

A child is defined as a person under the age of 18 (The Children Act 1989).

### **Policy aims**

The aim of the NPL Sports Club Child Protection Policy is to promote good practice by:

- Providing children and young people with appropriate safety and protection whilst in the care of the Club.
- Enabling all members and employees to make informed and confident responses to specific child protection issues.

### **Guidelines**

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately.
- All members and employees of the Club have the responsibility to report concerns to the appointed Child Protection Officer(s).
- NPL Sports Club will fully support and protect any member or employee, who in good faith; reports his or her concern that abuse of a child, or poor practice with regard to the treatment of children is, or maybe, occurring.
- Any member or employee of the Club requiring further advice or information on issues related to Child Protection should make contact with the appointed Child Protection Officer(s).

## **14. Sectional Information and Rules**

### **Ladies' Bowls Section.**

AGM Held October/November, after the season has ended.

#### Committee

- Captain
- Vice-Captain
- Hon. Treasurer
- Hon. Secretary
- Main Committee Representative
- Middlesex Delegate
- Fixture Secretary
- + Committee Members

Friendly fixtures are arranged for the Season - the first weekend in May until the end of September.

#### Competitions

- Singles - both handicap and championship.
- Two woods.
- Pairs
- Stanton Trophy

Teams are entered for various external competitions.

There are no special rules.

## **Men's Bowls Section.**

The AGM is held October/November, after the summer season has ended.

### Committee

- Captain
- Vice-Captain
- Hon. Secretary
- Hon. Treasurer
- Hon. Match Secretary
- Hon. Fixture Secretary
- 5 committee members

The Chairman is elected at the first committee meeting.

Fixtures are played during May to September, including league and friendly matches.

### Competitions

- Singles - including championship handicap and two-wood.
- Pairs
- Stanton Trophy

Teams are entered in the Middlesex County Bowling Association competitions; the Thames Valley Bowling Association league and competitions; the Richmond Barnes and District Bowling Association league and competitions; and other local competitions.

There are no special rules.

## **Cricket Section.**

### General.

The Section's year begins in November/December at which time the AGM is held. Officers for the ensuing year are elected at this meeting. Thereafter, committee meetings are held regularly, the first within four months of the AGM and at which the representative of the Section on the Main Sports Club Committee is elected. Normally two committee meetings are called before the commencement of the playing season, which starts at the end of April and finishes at the end of September. These meetings deal with general running matters and in particular with the Section's finances for the forthcoming season. Sectional business is conducted throughout the playing season by the Team Selection Sub-committee. At least one full committee meeting is called during the playing season. Immediately after the last match the final committee meeting is held, its business being the preparation of the Annual Report and arrangements for the AGM.

### Match Arrangements.

Matches with other clubs are arranged both by the League and the Fixture Secretary and the complete list of fixtures for the coming season is sent to the Main Committee about 10 weeks before the first match. On receipt of this list, the Ground Steward and the officer responsible for the printing of the Club fixture cards are thereby informed. Any gaps in the fixture list that are subsequently filled, particularly matches arranged at home, are sent to the Ground Steward.



## **Football Section**

The Section is affiliated to the Middlesex County Football Association and is known as NPL FC. It plays in affiliated Leagues and Cup competitions and the organisation and activity of the section is governed to a large extent by the rules and method of working of these competitions.

An AGM is held at the end of each playing season at which the Officers of the Section are elected, i.e. Chairman, Vice-Chairman, General Secretary, League Secretaries and Treasurer. They in turn, at their discretion, vote in other officials to form a selection committee, i.e. Managers, Captains etc.

Committee meetings are held during the season to control the general running of the Section, and weekly selection meetings can be called when necessary.

### **Ladies' Hockey Section.**

The Ladies Hockey Section fields teams every Saturday throughout the Winter season, with both the 1st and 2nd XIs competing in the Middlesex Leagues. The club also competes in tournaments, indoor and Summer matches with mixed hockey offered by two Sunday sides run in conjunction with the Men's Section. Regular training sessions are held throughout the year.

The Section is mainly funded by members' subscriptions, match fees and a variety of fund raising events. The biggest single contributor is the revenue generated by the 2nd XI tournament held every March. With twenty teams competing in the all day event, this popular competition is now a firmly established event in the Hockey calendar.

The committee, elected at the May AGM to run the Section, meets every 4-6 weeks and comprises the following posts: chairperson, secretary, treasurer, fixture secretary, team secretary, Main Committee representative, the team captains and social secretary. Other members may be co-opted onto the committee, if desired.

## **Men's Hockey Section.**

### 1) General.

The Men's Hockey Section is affiliated to the Hockey Association and Middlesex County Hockey Association. The Section runs regular teams on Saturday during the Winter months. The First team plays in Division 1 of the Regional League, which is subject to promotion and relegation. The Second team plays in the Second Eleven League of the Middlesex League, the Third team in the Third Team League and the veterans in the Wessex Veterans' League. Other teams play friendly matches, mainly with clubs in the Home Counties. On Sundays, friendly matches may be played by men and, in conjunction with the Ladies' Section, mixed teams.

The Section also competes in Indoor League Hockey and, by invitation, in Tournaments such as those of the Middlesex League cup matches, Thanet and Eastbourne. The Tournaments may be for men's, six-a-side, lower elevens or mixed teams.

The Winter playing season extends from the end of September until the middle of April. Summer Hockey (men and mixed) is also played on a friendly and league basis in the evenings.

Social events may be held during the main Hockey season or in conjunction with the Festival.

### 2) Easter Hockey Festival.

The major event of the Men's Hockey Section is the Festival held on the Sports Ground. It is held over the Easter period each year and is spread over two or three days. It may be a series of friendly or competitive matches involving mainly men, but it may also include Ladies' teams. On each day, the umpires make an award to the most sporting team.

### 3) Rules and Organisation.

The Section is administered by a committee of approximately twenty members, a quorum of five being necessary to conduct business. The committee has the power to co-opt other members and appoint sub-committees as necessary for the efficient running of the Section.

The rules state that the members of the committee shall retire annually with the new committee being elected at the Annual General Meeting (AGM) which is held between 15 April and 31 May. Seven days' notice of the date of this meeting must be given in writing and nominations for the posts may be accepted up to and at the AGM.

Membership of the Section is open to all.

A weekly news sheet, circulated to all members, notifies team selections, the results and provides general information.

## **Table Tennis Section.**

The AGM is held between the end of March, when one season ends, and the end of June, by which date the League (the Thames Valley Table Tennis League) requires entries for the following season.

The officers are as follows:

1. The Chairman who presides over meetings of the Section.
2. The Secretary and Treasurer who submits league and cup entries, attends League meetings (or sends a substitute) and is responsible for the payment of League affiliation fees (with an advance from the Club's Main Account if necessary).
3. The Sectional Representative who acts as liaison between the Section and the Main Committee.
4. Team Secretaries; one responsible for the efficient running of each team (including the posting of scorecards and the collection of match fees to cover the affiliation fees).

Fixtures are confirmed in September by the arrival of the League Handbook. Since each registered player receives a copy of this, the fixtures are not included in the Club fixture card.

### **NOTE:**

The table tennis hut is not a changing room and should only be used as such in extreme circumstances and with the approval of the Sectional Representative.

Nothing should ever be placed upon the playing surface of the table and all users of the room should endeavour to keep it clean and tidy.

## **Tennis Section.**

### 1) Section Committee.

The affairs of the Section are managed by a Committee composed of the Chairman, Vice-Chairman, Secretary, Treasurer, Fixture Secretary, Team Captains and one other member. The Committee is elected at the Annual General Meeting held after the summer season, usually in October.

### 2) Playing Facilities.

There are three all-weather courts and six grass courts. The all-weather courts are available for use by members throughout the year and the grass courts are usually in use from May to mid September.

### 3) Match Play.

The Section enters Men and Ladies' teams in the Middlesex LTA summer leagues. The Section also enters various Civil Service competitions during the year. In addition, there are friendly matches for teams including men's, ladies' and mixed doubles.

### 4) Section Tournament.

Various tournaments for members, including the Section Championships, are held during the year. The finals of the Championships are played on one Saturday towards the end of the summer season and these are followed by a social evening.

### 5) Club Sessions.

On certain days of the week the courts are reserved for Club Sessions. Short sets of doubles are played and a policy of mixing-up is followed. At present, Club Sessions are held on Tuesday and Friday evenings and Sunday afternoons in the summer and on Saturday mornings and Sunday afternoons in the winter. At other times, members are free to arrange their own games, but precedence in the use of the courts must be given to matches and tournaments. Club balls are provided at all times.