



# **OLYMPIA FIGURE SKATING CLUB**

## **COMMITTEE MEMBER HANDBOOK**

**Approved January 2009**  
**Updated April 2009, June 2010**

**Olympia Committee**  
**Role / Responsibilities of Committee Members**

Post	Responsibilities
All committee members	<p>All new postholders to read and comply with :</p> <ul style="list-style-type: none"> <li>• the constitution (see below)</li> <li>• roles of postholders (see below)</li> <li>• child protection policy (see website)</li> <li>• member welcome pack (see website)</li> <li>• minutes from last meeting (see website)</li> </ul> <p>All new postholders to complete and pass to the Chair a “Disclosure of Criminal Convictions and Mandate for Reference Checking” form (see below)</p>
Chair	<ul style="list-style-type: none"> <li>• Chairing committee meetings &amp; AGM</li> <li>• Communications with NISA about the club constitution, committee membership, child protection issues etc...</li> <li>• Communications re fundraising/ grants</li> <li>• Presenting funding to high performing skaters</li> <li>• Named child protection officer</li> </ul>
Vice Chair	<ul style="list-style-type: none"> <li>• Standing in for chair where appropriate</li> <li>• Assisting other committee members where appropriate</li> <li>• Arranging fundraising events with other members</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Maintaining accounting records for the club (year end 31 March)</li> <li>• Presenting the annual accounts to the AGM in accordance with the constitution</li> <li>• Giving regular updates on the financial position to the committee</li> <li>• Arranging for payment of invoices</li> <li>• Paying in income</li> <li>• Keeping the bank chequebook &amp; paying in book</li> <li>• Communication with the bank about authorised signatories etc</li> <li>• Filing bank statements</li> <li>• Payment of annual insurance/ subscriptions and other bills</li> </ul>

Secretary	<ul style="list-style-type: none"> <li>• Issuing agendas for the monthly committee meetings &amp; AGM by email (with at least a weeks notice)</li> <li>• Taking notes at all meetings</li> <li>• Issuing the minutes of meetings to all committee members by email (at least a week before the next meeting)</li> <li>• Maintaining a file of committee agendas and minutes</li> <li>• Passing the approved minutes to the communications team for them to be put on the website</li> <li>• Renewing the clubs public indemnity insurance (£5m)with perkinsslade, 3 Broadway, Broad Street, Birmingham, B15 1BQ. - approx date 16 August.</li> <li>• Renewing the NISA affiliation membership 1 September, included £5m insurance for NISA members. Contact Jordan Cox.</li> <li>• Maintaining a file of insurance cover &amp; NISA membership details.</li> </ul>
Merchandising	<ul style="list-style-type: none"> <li>• Sourcing supplies for club merchandising</li> <li>• Taking orders for club merchandising</li> <li>• Informing members via communications team of closing dates for orders</li> <li>• Distributing orders</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Coordination of Website updates</li> <li>• Media coordination</li> <li>• Updating the notice board at the rink</li> <li>• Passing press releases/ club photos to the papers twice a year after Kyle &amp; Dumfries &amp; as required.</li> </ul>
Fundraising & Events	<ul style="list-style-type: none"> <li>• Researching social activities</li> <li>• Booking social activities</li> <li>• Arranging fundraising events</li> <li>• Informing members of events via the communications team</li> <li>• Seeking out sponsorship for the club</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Collecting annual subscriptions</li> <li>• Updating the membership database</li> <li>• Maintaining the files of annual membership forms</li> <li>• Maintaining a starters pack for new members</li> <li>• Issuing the annual forms for completion</li> <li>• Issuing a starters welcome pack to new members</li> <li>• Sending birthday cards to members</li> </ul>

## OLYMPIA COMMITTEE TIMETABLE

<p>Monthly agenda items</p>	<ul style="list-style-type: none"> <li>• Members attending meeting /apologies for absence</li> <li>• Approval of the Minutes from the last meeting</li> <li>• Current financial position – to include outcome from race night</li> <li>• Details of any new club members / those who have not paid subscriptions</li> <li>• Update from each postholder on their area of responsibility/ action plan points</li> <li>• Update on any fund raising /social events</li> <li>• Website update</li> <li>• Next agenda items</li> <li>• Any other business</li> <li>• Date of next meeting</li> </ul>
<p>May</p>	<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>• Report from the Chair</li> <li>• Report from the Treasurer and presentation of the audited accounts</li> <li>• Election of officers and committee for the year</li> <li>• Update of action plan points raised at last AGM</li> <li>• Agenda proposals and any relevant business</li> <li>• Appointment of auditors for next year</li> <li>• Any such other items as deemed necessary</li> </ul>
<p>June</p>	<ul style="list-style-type: none"> <li>• Agreement of postholder roles</li> <li>• Review of the club's constitution</li> <li>• Discussion on committee minutes/ agendas are to be administered</li> <li>• Discussion on regular agenda items</li> <li>• Discussion on when meetings are to be held</li> <li>• Clubs objectives for the year</li> <li>• Financial position of the club</li> <li>• Press release of club photos</li> <li>•</li> </ul>

July	<ul style="list-style-type: none"> <li>• Discussion of an annual fundraising calendar/ social events</li> </ul>
Aug	<ul style="list-style-type: none"> <li>• Plans for Christmas party</li> <li>• Plans for Christmas presents for skaters</li> <li>• Merchandising timetable for Christmas</li> </ul>
Sept	<ul style="list-style-type: none"> <li>• Date of next club photo (after Dumfries) &amp; press release</li> </ul>
Oct	<ul style="list-style-type: none"> <li>• Plans for Christmas party</li> <li>• Plans for Christmas presents for skaters</li> <li>• Merchandising timetable for Christmas</li> </ul>
Nov	<ul style="list-style-type: none"> <li>• Plans for Christmas party</li> <li>• Plans for Christmas presents for skaters</li> <li>• Plans for Christmas presents for coaches, rink staff &amp; Lorna</li> <li>• Merchandising timetable for Christmas</li> </ul>
Dec	<ul style="list-style-type: none"> <li>• Plans for Christmas party</li> <li>• Plans for Christmas presents for skaters</li> <li>• Plans for Christmas presents for coaches, rink staff &amp; Lorna</li> <li>• Merchandising for Christmas</li> </ul>
Jan	<ul style="list-style-type: none"> <li>• Agreement of annual subscriptions for year 1 April to 31 March &amp; process for processing renewals</li> <li>• Competition timetable</li> </ul>
Feb	<ul style="list-style-type: none"> <li>• Competition timetable</li> </ul>
Mar	<ul style="list-style-type: none"> <li>• Progress on annual subscription update</li> <li>• Date of next club photo (after Kyle) &amp; press release</li> </ul>
April	<ul style="list-style-type: none"> <li>• Progress on annual subscription update</li> <li>• Discussion of any members not renewing subscriptions &amp; agreement of way forward</li> </ul>



## CONSTITUTION

Approved 2 August 2008 Updated 19 June 2010

### **1. Name**

- 1.1 The name of the club is Olympia Figure Skating Club and it shall be a member of NISA (the National Ice Skating Association).
- 1.2 The club shall follow NISA's rules and regulations for member clubs.

### **2. Aims**

- 2.1 The aim of the club is to promote and provide opportunities for its members to figure skate.

### **3. Membership and Use of Club Facilities**

- 3.1 Membership of the club shall comprise "Full (or Senior) Members" who shall be not less than 18 years of age, "Junior Members" who shall be less than 18 years of age and Skate UK who will be skaters on the Skate UK programme or learn to skate courses.
- 3.2 Applications for the Club membership shall be made on form for the purpose, or by letter; in latter case, the applicant shall be asked to complete a form at a later date.
- 3.3 Applications for membership shall be considered by the Committee at its first meeting after receipt of the application. Election will be by ballot, votes against to exclude.
- 3.4 The Committee shall maintain a full list of its members.
- 3.5 Access to members' details shall be restricted to the Committee and information this list shall not be used for any other purpose other than the running of the Club.
- 3.6 The Committee shall set the annual membership fees and other costs associated in the running of the club.
- 3.7 A member whose subscription is not paid within 2 weeks of the stipulated date for either full or part payment shall not be entitled to any privileges of membership until the subscription is paid. A member whose subscription remains unpaid for 1 month will be required to re apply for membership.
- 3.8 A member may invite a guest to use the Club facilities for up to 3 days in any one year subject to the discretion of an Officer or Committee member and on payment of the appropriate guest fee. After 3 days guest membership the person would be expected to apply for Club membership.
- 3.9 The Committee has an authority to organise such competitions or social events as it thinks appropriate.
- 3.10 Open competitions organised by the Club shall conform to the Rules of N.I.S.A. currently in force.
- 3.11 Coaches involved in helping the club meets its aims shall do so on a self-employed basis and the club shall not accept any liability relating to the action of coaches in their contact with members and the club.
- 3.12 The club shall expect coaches to reasonably comply with any necessary legislation, regulations and rules in their work with members and the club.
- 3.13 The club may make reasonable contributions towards costs incurred by coaches in helping the club meet its aims.

## **4. Powers**

- 4.1 Full Members shall have power to vote at Annual General Meetings and Extraordinary Meetings. Committee members only shall have the right to attend and vote at Committee Meetings.
- 4.2 Junior Members shall not have voting power, but a parent of a Junior Member may vote on his/her behalf. Should there be more than one Junior Member in a family the parent will exercise only one vote.

## **5. The Committee**

- 5.1 The Officers of the Club shall consist of Chairperson, Vice-Chairperson, Secretary and Treasurer.
- 5.2 The Club shall be managed by a Committee which shall consist of the officers, and seven Committee Members.
- 5.3 Committee members shall be a member, parent, guardian or close relative of full or junior members.
- 5.4 The Committee may appoint sub-committees to carry out any tasks which it thinks appropriate to do so, provided that all acts that are carried out by the subcommittees are reported promptly and fully to the committee.
- 5.5 The Committee may co-opt additional members, up to a maximum of three, with power to vote.
- 5.6 The club may make reasonable contributions towards costs incurred by the Committee in carrying out its business.

## **6. Appointment and retirement of committee members**

- 6.1 All committee members will be required to submit appropriate documentary evidence that they are suitable to hold office on the Committee and of their fitness to be around children before their appointment is confirmed.
- 6.2 The Committee reserves the right to request a reference on the character and or suitability of any Committee member enquiring about their suitability to be on the Committee or to be around children (this information will only be used to help the Committee discharge its duty of care to its members and its responsibilities for protecting children).
- 6.3 All committee members shall retire at the AGM, but they may be nominated and re-elected for a further term.

## **7. Committee Members Interests**

- 7.1 No voting member of the committee shall receive any payment (over and above the re-imbursment of out-of-pocket expenses) for any contract entered into on behalf of the committee.
- 7.2 Members shall declare any conflict of interest in determining the business of the committee and may be asked to relinquish their voting rights on any such business items/decisions made.
- 7.3 The Officers, Committee members, Sub-Committee or Working Party members shall not be liable, other than as Club members, for any loss suffered by the Club as a result of their duties on the Club's behalf except when such loss arises from wilful default.

## **8. Conduct of the Committee**

- 8.1 Members of the Committee shall not conduct themselves in any way, either when acting on behalf of the Committee or personally, which would call into question their suitability to be involved in any activities which involve children.
- 8.2 Members of the Committee shall notify the Committee if they breach rule 8.1.
- 8.3 The Committee has the power to suspend any of its members during any enquiry or investigation into their conduct.

## **9. Conduct of Members and Protecting Children**

- 9.1** The Committee shall have authority to warn, suspend or expel any member should the conduct of the member be such that it brings the Club into disrepute. Any member is alleged to have acted in such a manner shall be so informed in writing by the Hon. Secretary and asked to attend a meeting of the Committee to give an explanation before any disciplinary measure is decided.
- 9.2** A Junior Member must be accompanied at such a meeting by either or both parents/carers/guardian.
- 9.3** In the event that a parent or relative of a full or junior member acts in a way that brings the club into disrepute will be liable as in rule **9.1** and **9.2**.
- 9.4** If the Committee decides that the conduct of the member warrants suspension or expulsion, the member may submit a written appeal against the decision of the Committee for consideration by a Special or Annual General Meeting. The decision of a General Meeting will be final.
- 9.5** The club shall operate a child protection policy, which the club shall ensure all members understand and adopt.
- 9.6** The policy and the adherence of all terms, conditions and procedures therein shall relate directly to the Clubs Disciplinary Procedure as detailed above.
- 10. Committee Meetings**
- 10.1** Committee Meetings shall be quorate when a minimum of four members are present.
- 10.2** Committee meetings shall be held as required but not less than once a month.
- 10.3** The Secretary shall inform the Officers and Committee members of the time, date and location of a Committee meeting, giving not less than 7 days notice.
- 10.4** Meetings of the Committee shall normally be chaired by the Chairperson. In the Chairperson's absence, the chair will be taken by another Officer or Committee Member as decided by those present.
- 10.5** Decisions shall be made shall be determined by a simple majority of those present and voting. If there is an equality of votes, the member chairing the meeting shall have the casting vote.
- 10.6** Minutes, normally prepared and distributed by the Secretary, shall be kept of the proceedings of all committee and sub-committee meetings, and shall include the date of the meeting, the names of those present and a record of the decisions taken.
- 11. Annual General Meetings**
- 11.1** The Annual General Meeting of the club shall be held in May each year.
- 11.2** A notice giving the date, time and location of the AGM shall be displayed one month prior to the AGM. The notice shall inform members that any proposals for the AGM agenda must reach the Secretary two weeks prior to the AGM.
- 11.3** The Agenda for the AGM shall be displayed on the Club Notice Board one week prior to the AGM.
- 11.4** At the AGM business discussed shall include:
- Report from the Chairperson (or committee)
  - Report from the Treasurer and the presentation of the audited accounts.
  - Election of Officers and Committee for the ensuing year.
  - Agenda proposals and any other relevant business.
  - Appointment of Auditors for the ensuing year.
  - And such other items as deemed appropriate.
- 11.5** Voting at the AGM shall be by show of hands or by a secret ballot at the discretion of the Chairperson unless a majority of those who are able to vote request a secret ballot before the vote is taken.
- 11.6** Except for items of special business (rule **11.5**), proposals shall be decided by a simple majority. Proposals consisting special business shall be decided by a majority of 75% of the votes cast.
- 12. Special General Meetings**

- 12.1** The Committee may call a special general meeting of the organisation at any time and shall do so if requested to do so in writing by not fewer than 20 members of the Club, stating the business to be considered.
- 12.2** At least 14 days notice of special general meetings shall be given to all members of the Club, giving the date, time and location and the Agenda of the SGM.
- 12.3** Should the SGM not be convened within the specified time, the Members submitting the request may themselves convene the SGM, following the procedure in rule **10.2**.
- 12.4** At a Special General Meeting no business other than specified in the notice of the Meeting shall be discussed and voted upon.

### **13. Finances and accounts**

- 13.1** The Club shall operate a bank account in the name of the organisation and all income of the organisation shall be paid in to the account.
- 13.2** All cheques drawn on the bank account shall require the signatures of the Chairperson or Vice Chair Person and the Treasurer.
- 13.3** The Treasurer shall be responsible for maintaining records of income and expenditure and for preparing and presenting financial reports and annual statements of accounts.
- 13.4** The Treasurer shall be required to provide regular updates on the financial position to the committee.

### **14. Alterations to the Constitution.**

- 14.1** The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting.
- 14.2** The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

### **15. Winding up the organisation**

- 15.1** The Club may be dissolved by a resolution passed by a majority of not less than two thirds of its members present and voting in favour at a properly convened Special General meeting of the members of the Club.
- 15.2** The Club's established procedures for calling a Special General Meeting will be adhered to in this instance.



**Disclosure of Criminal Convictions and Mandate for Reference Checking**

Olympia Figure Skating Club is committed to protecting children and vulnerable adults who may be affected by any of its activities. As part the recruitment of its Committee members all prospective candidates must sign a statement which confirms that there is no reason why they should not have any access to children or vulnerable adults and confirms that they have not been convicted of any crime of dishonesty.

Candidates must also supply details of a referee who can supply a reference at the discretion of the Committee. The purpose of the reference is to supply the Committee with independent verification of the candidate's suitability to work with children or vulnerable adults in helping the Committee discharge its functions. Referees must not be a relative.

Please complete the following information and pass it to the Chair of the Committee.

Name:

Address:

Date of Birth:

Former Name(s):

Is there any reason that you should not have direct access to children or vulnerable adults?	Yes /No <i>(delete as applicable)</i>
If yes, please provide the reasons why.	

Please provide details of an independent referee which the Committee may contact to verify that there is no reason that you should not be part of the Committee in helping the Committee discharge its functions.

Name and Address of the Referee:	In which capacity are they known to you?
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I am authorise Olympia Figure Skating Club's Committee to contact the above named person to supply a reference confirming the suitability of my character to act as part of the Committee and to be around children or vulnerable adults.

I also confirm that the information supplied above is accurate and accept that the Committee reserves the right to choose not to appoint me as one of its members should the information supplied be inaccurate or that it raises concerns about my suitability. I accept that the Committee's decision is final.

All information supplied will be stored in accordance with the Data Protection Act 1988.

SIGNATURE..... DATE.....