



## **ClubSport Stirling**

### **Governance Documentation**

**Issue 3 - April 2017**  
**(Approved at CSS AGM – 26 April 2017)**

#### **Consisting of**

<b>ClubSport Stirling Constitution</b>	<b>Issue 6 (April 2017)</b>
<b>ClubSport Stirling Regulations</b>	<b>Issue 2 (April 2016)</b>

#### **Abbreviations used in this Document**

AGM	Annual General Meeting
CDO	Club Development Officer
CSS	ClubSport Stirling
EGM	Extraordinary General Meeting
SALSC	Scottish Association of Local Sports Councils
SGB	Sport Governing Body (Scottish or British)
SDO	Sport Development Officer

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**ClubSport Stirling Constitution****C1.0 NAME**

C1.1 The name of the organisation shall be “ClubSport Stirling” hereinafter referred to as CSS.

**C2.0 AIM & OBJECTIVES****C2.1 Aim**

C2.1.1 The aim of CSS shall be to initiate, develop, promote and co-ordinate opportunities for club sport in the Stirling Council area

**C2.2 Objectives**

C2.2.1 To assist Active Stirling to deliver a comprehensive sports service throughout the Stirling Council Area

C2.2.2 To develop and support a network of strong sustainable clubs throughout Stirling Council Area

C2.2.3 To support and develop the local coaching and volunteer workforce

C2.2.4 To access and develop coaching, including education and training opportunities for local clubs, coaches and volunteers

C2.2.5 To seek, actively, and access additional funding to the core funding (Service Level Agreement and affiliation)

C2.2.6 To undertake an advocacy role for local sport

C2.2.7 To develop the profile of CSS and the local clubs

C2.2.8 To work in partnership with key agencies involved in the local development of sport e.g. sportsotland, SGBs and SALSC.

C2.2.9 To assist, support and advise, in conjunction with the Active Stirling Strategy and Stirling Council, in all aspects of sports development affecting local communities and individuals

**C3.0 MEMBERSHIP****C3.1 Membership Groups**

C3.1.1 CSS membership shall comprise of

- a) Standard Clubs
- b) Charter Clubs
- c) Associate Clubs

**C3.2 Standard Club**

C3.2.1 All sports clubs with home venues within the Stirling Council area and a majority of members resident in the Stirling Council area may apply for membership of CSS

C3.2.2 CSS has the authority to approve or reject membership of clubs.

C3.2.3 Standard Clubs shall pay an annual affiliation fee.

**C3.3 Charter Club**

C3.3.1 Standard Clubs may apply for Charter Club status and membership provided that they meet the enhanced Charter Club criteria.

C3.3.2 CSS has the authority to approve or reject an application for Charter Club Status.

C3.3.3 Charter Clubs shall pay an annual affiliation fee.

**C3.4 Associate Club**

C3.4.1 Clubs who do not meet the Standard-Club criteria for membership of CSS may apply for Associate Club membership of CSS as long as they provide a service to the Stirling Community.

Some of the criteria that can be waived are:

- a) the 50% membership resident in Stirling Council area.
- b) being a profit making Club.
- c) being a Multiple sport association.

C3.4.2 CSS has the authority to approve or reject an application for Associate Club Membership.

C3.4.3 Associate Clubs shall pay an annual affiliation fee.

**C4.0 GOVERNANCE**

C4.1 CSS Stirling shall be governed by its Governance Documentation (Constitution and Regulations)

C4.2 Changes to the Constitution of CSS can only be made at an AGM or an EGM by a majority of affiliated clubs present and voting.

C4.3 Changes to the Regulations of CSS can be made by the Management Committee of CSS at any time.

- C4.3.2 Clubs must be given 1 month's notification of changes to the Regulations which have an immediate effect on them.
- C4.3.3 Any changes made during the year must also be notified to the Membership at the next AGM.

#### **C5.0 ANNUAL GENERAL MEETING (AGM)**

- C5.1 The AGM of CSS shall be held on the last Monday in April of each year, or within two weeks of that date.
- C5.2 All affiliated clubs/committees shall receive notice of the AGM 40 days prior to the meeting. The agenda, which shall include any proposed changes to the constitution, will be issued to all affiliated clubs at least 14 days prior to the meeting.
- C5.3 A statement of accounts for the preceding year shall be presented at the AGM.
- C5.4 The AGM shall determine the affiliation fee to be paid by Members.
- C5.5 The Management Committee shall be elected at the AGM.
- C5.6 Affiliated Standard and Charter clubs may nominate an individual, from within their membership, for appointment as a Member of the Management Committee.
- C5.7 All nominations should be made in writing to the Secretary of CSS. If there are insufficient postal nominations, the Chair shall take nominations from the floor, provided these nominations are endorsed by the representative's affiliated club.
- C5.8 Proposed alterations to the constitution must be submitted to the Secretary in writing not less than 28 days in advance of the AGM.
- C5.9 Standard-Clubs and Charter Clubs shall have 1 vote per Club.  
Associate Clubs shall not have a vote.
- C5.10 The lesser of 15 members or 20% of Member Clubs shall form a quorum.
- C5.11 In the event of there being an equality of votes on a motion which requires a decision (choice) to be made for the continued good governance of CSS the Chair shall have a second or casting vote.

#### **C6.0 EXTRAORDINARY GENERAL MEETING (EGM)**

- C6.1 An EGM of CSS shall be held if requested by the Management Committee or by 20 or more affiliated clubs and individuals within 14 days of such a request being lodged in writing with the secretary. A minimum of 7 days notice must be given to affiliated clubs and individuals
- C6.2 All affiliated clubs/committees shall receive notice of an EGM in advance and the agenda shall include any proposed changes to the constitution.
- C6.3 Proposed alterations to the constitution must be submitted to the Secretary in writing not less than 28 days in advance of an EGM
- C6.4 Paragraphs C5.9 to C5.11 shall apply to an EGM.

#### **C7.0 MANAGEMENT COMMITTEE**

- C7.1 The Management Committee will consist of the following Officials of CSS.
  - C7.1.1 Members with Voting Rights (limited to one vote per sport)
    - a) Chair Elected at AGM
    - b) Vice Chair: Elected at AGM
    - c) Treasurer: Elected at AGM
    - d) A minimum of two Elected Members Elected at AGM
  - C7.1.2 Members without Voting Rights
    - i) Secretary: Active Stirling Sports Development Manager
    - ii) Minute Secretary: Active Stirling Sports Administrator
- C7.2 The Committee shall co-opt advisers and members as required.  
Co-opted members to positions in C7.1.1 shall be entitled to vote.
- C7.3 Officials shall be elected for a period of 2 years and shall be eligible for re-election.
- C7.4 In the case of a vacancy occurring during a term of office, CSS shall have the power to fill the vacancy by election or co-option.
- C7.5 CSS reserves the right to remove any Official if they have been unable to attend 2 consecutive Management Committee meetings.
- C7.6 CSS reserves the right to request the resignation of any member whose conduct is deemed to be unacceptable.
- C7.7 The Management Committee shall meet not less than 6 times annually.
- C7.8 The quorum for Management Committee meetings shall be 4 officials

**C8.0 COMMITTEES/WORKING GROUPS**

- C7.1 The Management Committee shall approve the remits of Committees and Working Groups
- C7.2 The Management Committee will appoint a Chair to each Committee and Working Group.
- C7.3 Members of affiliated Clubs shall have the opportunity to join CSS's Committees and Working Groups to fulfil business.

**C9.0 CLUSTER MEETINGS**

- C9.1 CSS's Clusters shall meet not less than 3 times annually.

**C10.0 FINANCE**

- C10.1 The financial year shall be from 1 April to 31 March in line with the financial year of Stirling Council
- C10.2 CSS will employ an independent Book Keeper to prepare the annual accounts.

**C11.0 DISSOLUTION**

- C11.1 If, upon the winding up or dissolution of CSS there remains after the satisfaction of all CSS 's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of CSS, such organisation or organisations to be determined by the members of CSS by Resolution passed at a General Meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

**ClubSport Stirling Regulations****R1.0 SERVICE LEVEL AGREEMENT**

- R1.1 CSS shall operate with Active Stirling under the auspices of the negotiated Service Level Agreement to serve the Stirling Council Community.
- R1.2 CSS shall negotiate an annual Service Level Agreement with Active Stirling/Stirling Council based on projected budgets submitted on three year cycles.

**R2.0 MEMBER CLUBS AFFILIATION and CRITERIA****R2.1 General Criteria for All Member Clubs**

- R2.1.1 All Clubs wishing to affiliate shall normally meet the following criteria.
- i) Clubs must affiliate their full club not just a section
  - ii) Social Clubs are excluded.
  - iii) Club must use facilities or have base within Stirling Council Area

**R2.2 Standard Club****R2.2.1 Standard Clubs Affiliation**

- i) Standard Clubs affiliating for the first time must provide documentation to confirm that they meet the required criteria.
- ii) Standard Clubs renewing their affiliation must confirm that they still meet the criteria as well as completing the annual affiliation return.

**R2.2.2 Standard Clubs Criteria**

Standard Clubs shall normally meet the following additional criteria to R2.1.1

- i) General
  - More than 50% of members resident in Stirling Council Area
- ii) Governance
  - Public Liability Insurance
  - Employer Liability Insurance
  - A Club constitution or equivalent (e.g. Company Articles)
  - A policy statement for equality that is well communicated
  - A Child or Vulnerable Adult Policy
  - A defined committee structure
  - A club bank account-with at least two signatories required to operate it.
  - Governing Body membership (or professional body membership)
  - A named contact for ClubSport Stirling
- iii) Coaching
  - Qualified coach (If the club has a coaching programme) reflecting the SGB minimum coaching requirement guidelines
  - Access to First Aid equipment and a First Aider
  - Child or Vulnerable Adult Protection Officer\* who has attended 'In Safe Hands' course or their SGB equivalent
  - All coaches and volunteers are PVG checked if they are in regulated work- this is a legal requirement

\*only clubs working with children (under 18) and vulnerable adults as defined in the Protection of Vulnerable Groups Act (Scotland) Act 2007 are required to have an appropriate Protection Officer. See <http://www.gov.scot/Publications/2008/09/29114859/2> for more information on PVG

**R2.3 Charter Club****R2.3.1 Charter Clubs Affiliation**

- i) Charter Clubs affiliating for the first time must provide documentation to confirm that they meet the required criteria.  
Clubs who achieve their SGB quality mark and is equivalent to ClubSport Stirling Charter Club criteria and which is verified by the CDO or SDO, can be granted Charter Club status.
- ii) Charter Clubs renewing their affiliation must confirm that they still meet the criteria as well as completing the annual affiliation return.
- iii) Charter Clubs are continually reviewed, by the CDOs & SDOs, to ensure that the Charter Club criteria are being maintained in order for them to retain their Charter Club status.

**R2.3.2 Charter Clubs Criteria**

Charter Clubs shall normally meet the following additional criteria to R2.1.1.

## i) General

The club must have:

- A current and active Club Development Plan/Action plan
- More than 50% of club members resident in Stirling Council Area.

## ii) Governance

- Public Liability Insurance
- Employer Liability Insurance – if relevant
- A Club constitution or equivalent (e.g. Company Articles)
- A policy statement for equality that is well communicated
- A Child or Vulnerable Adult Protection Policy
- A defined committee structure
- A club bank account-with at least two signatories required to operate it.
- Governing Body membership (or professional body membership)
- A named contact for ClubSport Stirling
- Club maintains a secure record of members' emergency contacts and relevant medical information.

## iii) Coaching

- Qualified coach (If the club has a coaching programme) reflecting the SGB minimum coaching requirement guidelines and they have a coaching plan in place
- Coaches at the club have attended the following courses:
  - Child Protection (only if work with Under 18s)
- Coach ratio for coaching/training sessions reflects SGB guidelines.
- Club maintains a record of coach details with current qualifications and relevant expiry dates.
- Access to First Aid equipment and First Aider
- Child or Vulnerable Adult Protection Officer\* who has attended 'In Safe Hands' course or their SGB equivalent.
- All Coaches/relevant volunteers are PVG checked if they are in regulated work- this is a legal requirement
- The Club has a coaching development pathway.
- Coaches & Volunteers have job descriptions with clear roles & responsibilities.

**R2.3.3 The following criteria can be waived depending on Club type and SDO recommendations**

## i) Coaching

- A person from the club has attended:
  - How to Coach Disabled People
- Club has a Club Coach Co-ordinator

## ii) General

- Club provides competition opportunities for all participants within the club.
- Club has qualified officials – where appropriate

**R2.4 Associate Member Club Criteria****R2.4.1 Affiliated Clubs Affiliation**

- i) Associate Clubs affiliating for the first time must provide documentation to confirm that they meet the criteria and CSS will decide if they are suitable to be Associate Club members.
- ii) Associate Clubs renewing their affiliation must confirm that they still meet the criteria as well as completing the annual affiliation return.

**R2.4.2 Associate Member Clubs shall normally meet the following additional criteria to R2.1.1.**

- i) General
  - Clubs can have membership less than 50% resident in Stirling Council Area as long as they provide a service to the community.
- ii) Governance
  - Public Liability Insurance
  - Employer Liability Insurance – if relevant
  - A Club constitution or equivalent (e.g. Company Articles)
  - A Child or Vulnerable Adult Protection Policy
  - A defined committee structure
  - A club bank account-with at least two signatories required to operate it.
  - Governing Body membership (or professional body membership)
- iii) Coaching
  - Qualified coach (Only if club have a coaching programme) –reflects SGB minimum coaching requirement guidelines and they have a coaching plan in place
  - Access to First Aid and First Aider
  - Child or Vulnerable Adult Protection Officer\* who has attended ‘In Safe Hands’ course or their SGB equivalent
  - All coaches and volunteers are PVG checked if they are in regulated work- this is a legal requirement

**R3.0 MEMBER CLUBS BENEFITS****R3.1 General Benefits for All Member Clubs****R3.1.1 All Clubs shall have the following benefits.**

- i) General
  - CDO/SDO Advice & Support
  - Invite to attend Cluster Club or Community Sport Hub Meetings
- ii) Support with External Funding
- iii) Developing Coaches & Volunteers
  - Free PVG Checks for volunteers
  - Subsidised Generic Courses
    - Emergency First Aid, Child Protection (Level 1), In Safe Hands (Level 2),
    - Coaching Disabled people in Sport, Coach disabled performers
- iv) Support in accessing Facilities
- v) Raising Club Profile & Increasing and Retaining members
  - School to Club links (CDO/SDO discretion)
  - Information on CSS web site

**R3.2 Standard Club’s Benefits****R3.2.1 Standard Clubs shall have the following additional benefits to R3.1.1.**

- i) General
  - Advice on all aspects of sport related issues
  - The right to attend General Meetings
  - The right to vote at General Meetings
- ii) Funding
  - Access to Coach Scholarships or Education funding supported by CSS
  - Access to CSS funding for Club Development initiatives.
- iii) Developing Coaches & Volunteers
- iv) Facilities
  - Reduction in access fees to facilities managed by Active Stirling
- v) Raising Club Profile & Increasing and Retaining members



**R3.3 Charter Club's Benefits**

R3.3.1 Charter Clubs shall have the following additional benefits to R3.1.1.

- i) General
  - Prioritised CDO/SDO Advice & Support
  - Advice on all aspects of sport related issues
  - The right to attend General Meetings
  - The right to vote at General Meetings
- ii) Funding
  - Access to Coach Scholarships or Education funding supported by CSS
  - Access of up to 100% funding to Coach Scholarships or Coach Education
  - Access to CSS funding for Club Development initiatives.
  - Access of up to 100% CSS funding for Club Development initiatives.
  - Priority for Coach Scholarships or Club Development funding.
- iii) Developing Coaches & Volunteers
  - Additional support for Coaches/Coaching within the Club
  - Tailored Coach Education – Club can request courses dependant on demand
- iv) Facilities
  - Reduction in access fees to facilities managed by Active Stirling
  - Prioritised Access on lets managed by Active Stirling (e.g. Sports Village)
- v) Raising Club Profile & Increasing and Retaining members
  - Priority for school to club links
  - Can use CSS Charter Club logo

**R3.4 Associate Club's Benefits**

R3.4.1 Associate Member Clubs shall have the benefits listed in R3.1.1.