

# NPLSC Governance – The Blue Book

## 1 Introduction

NATIONAL PHYSICAL LABORATORY SPORTS CLUB (NPL Sports Club, NPLSC or the “Club”) is a charity with the Registered Charity Number 1177436. The Club is based in the Club Sports Field, otherwise known as the East Field, Bushy Park. The postal address of the Club is: Queens Road, Teddington, Middlesex, TW11 0EL.

The Blue Book provides the framework for the management of the Club. First issued in 1976, it has undergone five revisions, the last of which was in 2010. Since then we have seen significant changes that have impacted on the club. These include achieving significant growth in revenue from non-section usage of the club through hire of facilities to 3<sup>rd</sup> parties; the evolution of the relationship with NPL and the Royal Parks; being granted Charitable status on March 6<sup>th</sup> 2018 and so becoming a Charitable Incorporated Organisation (CIO).

Becoming a CIO removes from members the risk of personal liability to financial losses but also puts increased responsibility on the main committee (the trustees of NPLSC) to ensure the club operates in line with the stated objects and the regulations and requirements of the Charities Commission and all other regulatory bodies.

As a CIO, we now have a formal constitution that has been approved by the Charities Commission which sets out the agreed objects of the charity and the principles regarding how the NPLSC CIO operates. The constitution includes many elements that were included in previous versions of the Blue Book but does not include a framework for governance of the club and its activities.

Good governance is about having the right structure, people and policies and procedures in place. This revision of the Blue Book is intended to provide the governance framework that, in combination with the constitution, enables us to manage NPLSC in ways that meet, and hopefully exceed, the requirements of the Charities Commission and other regulatory bodies.

## 2 Structure and Management of the Club

### 2.1 Trustees

The trustees are responsible for ensuring that the affairs of NPLSC are managed effectively. The trustees form the main committee.

#### 2.1.1 Delegation by Trustees

To assist the trustees in managing the affairs of NPLSC the constitution allows the trustees to delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The trustees may at any time alter those terms and conditions, or revoke the delegation. However, the trustees remain ultimately responsible.

This power is subject to the following requirements:

- a committee may consist of two or more persons, but at least one member of each committee must be a Trustee;
- matters decided at meetings will be minuted and tabled at the main committee meeting. Noting of such decisions by the main committee will be deemed as approval of decisions recorded within them.
- urgent matters between committees will be decided by the Chairperson of the relevant committee in consultation with at least one other Officer. Where possible, other members on the committee should also be consulted. The trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

To improve the effectiveness of the main committee, widen the membership involvement in helping to run the club, benefit from members expertise and enable greater diversity and inclusiveness in club decision making; the trustees delegate specific authorities to committees and third parties through specific regulations and standing orders, terms of reference or contracts as follows.

## 2.2 Structure

The governance and committee structure is designed to reflect the activities involved in club operations including:

1. Provision of amateur sport and healthy recreation (e.g. by sports sections and external hires).
2. Provision of facilities to enable amateur sport and healthy recreation (including grounds, changing room and pavilion).
3. Functional activities required to run the charity (including Finance, HR, Marketing & Membership, Governance, Club Development)
4. Bar and catering operations

## 2.3 Provision of amateur sport and healthy recreation

### 2.3.1 Club

The Club can provide amateur sport and healthy recreation activities for members and guests.

### 2.3.2 Sports Sections

The constitution allows the trustees to “make regulations or standing orders to divide the Club into different Divisions reflecting the different sports the Club is facilitating and the regulations and standing orders for each Division”.

Sports sections manage the provision of amateur sport and healthy recreation activities on behalf of the Club in accordance with these regulations or standing orders.

### 2.3.3 3<sup>rd</sup> Parties

Provision of amateur sport and healthy recreation provided by 3<sup>rd</sup> parties is subject to formal contracts and agreements that enable the trustees to ensure that the activities are managed in ways that meet the trustee duties and obligations.

## 2.4 Provision of NPLSC facilities

Management of provision of NPLSC facilities is delegated to committees under agreed Terms of Reference.

## 2.5 Bar and catering operations

The provision of bar and catering operations operates as a subsidiary trading operation as required by the Charity Commission. Its governance and management is set out in the subsidiary trading articles of association.

## 3 Guidelines for all NPLSC committees.

### 3.1 Membership

Membership for each committee is set out within the committee’s terms of reference.

The Chairperson of the main committee may sit ex-officio on any committee.

The committees are not representative bodies; therefore, members of the committee serve as individuals and are not representatives of any groups from which they are either elected or co-opted.

Members actions and decisions taken are made within the context of the best interest of NPLSC and members are expected to abide by and act in accordance to the decision of the committee.

Members will be expected to undertake an active role in the committee.

### **3.2 Disqualification from Committees**

Should a member be deemed by a panel consisting of the Chair and two other members of the committee to be in breach of the role description and code of conduct they may be removed from the committee.

Should a member of any committee be absent from 2 consecutive meetings without apology the Chair will write to the member. The letter will inform them that if they are unable to take an active role in the committee they will be deemed to have vacated their office, unless appropriate reasons for non-attendance are provided.

The terms for disqualification from office for members of the main committee are set out in the constitution.

### **3.3 Chairing of Committees**

An Officer will usually chair the committee as stipulated in the Terms of Reference. In cases where a substitute is necessary this will be another committee member as agreed at the meeting.

### **3.4 Co-options**

Committees will normally approve co-options having received background information relating to the co-option and undertaking a mandatory informal meeting/interview with prospective members.

The main committee will review committee arrangements and will determine trustee membership of the committees annually (e.g. after the AGM).

Committees should review their co-option arrangements annually immediately following the first main committee meeting after the AGM.

Committees may decide to leave some of their co-option places vacant at the point of review or if a vacancy arises if they feel this suits the needs of the committee.

Committees have the power to remove co-opted members if deemed to be necessary. Any co-opted person removed by a committee has the right to raise the issue with the Chairperson of the main committee

The Chairperson can decide to refer the matter (or otherwise) to the main committee if they feel it appropriate.

### **3.5 Conduct of Meetings**

Each Committee Chairperson has responsibility for the conduct of committee meetings. Any concerns relating to the running of committees should be raised either with the appropriate Chairperson or alternatively the Chairperson of the main committee if more appropriate.

### **3.6 Servicing of the Committee**

The Chairperson of the main committee is ultimately responsible for the servicing arrangements for committees.

Normally the responsibility will be designated to an appropriate committee member who will be responsible for liaison with the Chairperson regarding any changes to meeting dates, setting agendas, production of minutes, dealing with urgent matters under delegated authority and draft approval of minutes.

### **3.7 Attendance by observers**

The committee may invite observers or advisers, as they deem appropriate for the business of the committee. Attendance by individuals who are not members of the committee is solely at the Chairperson's discretion and no voting rights are conferred.

### **3.8 Frequency of Meetings**

Dates will be set in consultation with committee members. Each committee will meet at least quarterly.

### 3.9 Minutes

Minutes of sub committees, approved by the Chairperson, will be made available at the next main committee meeting. To improve communications and in the interest of accountability and transparency, the minutes of the Main Committee and sub-committees, with the exception of confidential items, will be made available to other committees, staff and stakeholders as determined by the main committee.

All items to committees will be taken as non-confidential unless specifically identified by the Chair to have sufficient reason to be deemed confidential such as items that could adversely affect the organisation and/or staff or relate to individuals.

### 3.10 Extra-Ordinary Meetings

The Chairperson can call additional unplanned meetings if deemed necessary to consider urgent matters. Likewise at the request of three Trustees an unplanned meeting will be called to discuss urgent matters.

## 4 Policies and Procedures

### 4.1 Managing Risks

It is the responsibility of the Trustees to ensure that the club has a risk management process in place that helps to ensure that the club is safe for members and guests and that our facilities and equipment are safe and secure.

The risk management process provides is managed by the club risk manager is responsible for having the right processes and procedures in place that help to manage, minimise and respond to risks.

### 4.2 Financial Arrangements

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

The trustees are collectively responsible for the financial performance of all of NPLSC (i.e. including committees and sports sections).

Trading activities relating to bar and catering will be managed through a subsidiary trading company.

The Treasurer is responsible for ensuring that appropriate financial arrangements are in place in order to meet all regulatory requirements (including making and receiving payments; keeping proper financial records; authorising payments, issuing invoices).

The Main Committee will receive all monies accruing to the Club except those monies raised by the Sections for themselves and those relating to the subsidiary trading company.

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.

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.

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

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.

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 and Finance committees. Sections must present their financially reviewed accounts to the Finance committee on request.

#### 4.2.1 Subscriptions and Fees

The annual subscription payable to the Club for all members will be the amount set by the main committee. Sports Sections may charge their members additional fees via a sectional subscription, match or participation fees as appropriate. Third parties who hire NPLSC facilities and provide access to healthy recreations may also charge users a fee. The amount charged must be approved by the main committee.

Subscriptions and fees may be set at different levels relating to type of usage and to enable participation by potential users who are unable to afford the full subscription or fee.

#### 4.3 Brand and Visual identity

The trustees are responsible for protecting and developing the brand and visual identity of NPLSC. Use of the brand and visual identity by sections and members is subject to trustee approval.

#### 4.4 Stakeholder Management

The trustees are responsible for managing the relationships with the various stakeholders of NPLSC. Individual members may not represent the club without the approval of the main committee. Effective stakeholder management is a key element risk management.

#### 4.5 Safeguarding and Welfare

Sport England describes safeguarding as “the action we take to promote the welfare of children (and adults) and protect them from harm”.

NPL Sports Club has a duty of care to safeguard all children involved in the activities of the Club from harm and everyone at the club has a role to play. Safeguarding includes all procedures designed to prevent harm to a child.

Child protection is part of the safeguarding process, protecting individual children identified as suffering or likely to suffer significant harm. This includes the child protection procedures which detail how to respond to concerns about a child.

The NPSCC Child Protection in Sport Unit publication “Standards for Safeguarding and Protecting Children in Sport” sets out the following principles:

- Children and young people have a right to enjoy sport, free from all forms of abuse and exploitation.
- All children and young people have equal rights to protection from harm.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.
- Sporting organisations have a duty of care to children and young people who take part in sport.

NPLSC is committed to ensure these principles are followed by ensuring that we have a clear Child Protection policy and procedure that members and employees are aware of and act upon. The club has appointed Child Protection Officer(s) responsible for:

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

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 contact the appointed Child Protection Officer(s). Contact details of the appointed officer(s) must be displayed in the Clubhouse.

#### 4.6 Code of Conduct

It is the responsibility of everybody involved in our club to ensure it remains a safe place, free from discrimination, fear and where possible, risk.

An important component of maintaining a quality club culture is the standards of acceptable behaviour which must be upheld by all involved and those participating in club run activities and competitions. Our Code of Conduct sets out the standards expected of different groups of people including:

- Adult members
- Junior Members
- Club Officials and volunteers
- Parents and Carers
- Employees

#### 4.7 Data Protection Policy

The Data Protection Act 1998 (DPA) places certain obligations on sports clubs who process individual's personal data. It regulates how personal information should be used and protects people from misuse of their personal details.

The Data Protection Act consists of three main elements which are addressed in our Data Protection Policy:

##### 4.7.1 Notification

The club is required to register with the Information Commissioners office each year.

##### 4.7.2 Data Protection Principles

We must comply with the eight data protection principles:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than necessary;
- Processed in accordance with your rights;
- Kept secure; and
- Not transferred abroad without adequate protection.

##### 4.7.3 Data Subject Rights

Individuals have the right to access data held about them.

#### 4.8 Sports equity

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. The NPLSC equity policy statement sets out the club's stance on these issues and should be made clear to existing and potential members.

#### 4.9 Health and Safety

The NPLSC health and safety policy provides the foundation on which we develop health and safety procedures and practices.

areas of responsibility. The club also ensures that the appropriate level of Insurance is in place.

The policy includes details of:

- The Risk Assessment procedures.
- Participants consent forms (including details of emergency contacts, medical history, special requirements and where necessary consent for photography and/or video to be taken).
- How to respond to an incident or accident.
- Who to contact should a health and safety concern arise.

## 5 Amendments to the Constitution and the Blue Book

As provided by sections 224-227 of the Charities Act 2011, The constitution can only be amended

- (a) by resolution agreed in writing by all members of the CIO; or
- (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO

The Blue Book is not subject to the Charities Act and so amendments may be approved by the trustees or, in the case of substantive changes, be approved by a 75% majority of votes cast at a general meeting of the members of the CIO.

## 6 Disputes and Mediation

The constitution states that: "If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation."

Where disputes arise between a member and a sub-committee, whether under the constitution or the Blue Book guidelines, the dispute should go to the main committee for mediation.

Where the dispute is with the main committee then a mediation committee will be formed from members of sub-committees or members.

## 7 Voluntary winding up or dissolution of sections

This clause sets out the guidelines for voluntary winding up or dissolution of sections. The constitution sets out the guidelines for dissolution of NPLSC.

Any decision by the members to wind up or dissolve their section can only be made:

1) at a general meeting of the members of the section, of which not less than 14 days' notice has been given to those eligible to attend and vote:

- (a) by a resolution passed by a 75% majority of those voting, or
- (b) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

2) by a resolution agreed in writing by all members of the CIO.

In the event of dissolution of a section the tangible fixed assets and name of the section will remain owned by NPLSC.

Subject to the payment of all the section's debts the remaining funds must be applied either for use by NPLSC, or donated to another charity or not for profit organisation, for purposes the same as, or similar, to those of NPLSC.

Funds cannot be distributed to individuals, whether member or otherwise.

# NPL Sports Club Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

## We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the [Data Protection Act 1998](#)
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfill legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all club officers are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club

## Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the [Data Protection Act 1998](#)
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.



## NPLSC Equity Policy Statement

NPLSC respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

NPLSC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.*

NPLSC is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

NPLSC will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures.

# Health and Safety Policy : Guidance

## Setting out a policy

Your policy should be set out in such a way that makes it clear to everyone what is expected of them in order to comply. In a small organisation it's likely that a simple statement will be suitable. It's also likely that the organisation section of the policy will contain only one or two names, as most of the responsibilities will be allocated to those people.

## Aims of a policy

There are no hard and fast rules about the length of the policy. The important thing to remember is to link the aims of the policy to the level of risk. A policy is a written statement, usually comprises three elements:

- a statement section (often a single page) detailing how safety will be managed and that demonstrates the organisation's commitment to health and safety
- an organisation section that details where responsibilities are allocated and how employees fit into the overall safety management system
- an arrangements section that contains details of how specific activities and functions are managed. This arrangements section could include such matters as risk assessments, fire safety, first aid, accident reporting, electrical safety, work equipment, hazardous substances, manual handling and other workplace issues. In larger organisations the arrangements section may refer to other documents, such as safety manuals or safe systems of work.

## Why have a Health and Safety Policy?

All organisations employing five or more people must have a written Health and Safety Policy statement. The policy should cover all aspects of the organisation and be relevant to all employees.

A Health and Safety Policy demonstrates how seriously an organisation takes its health and safety responsibilities. A good policy will show how the organisation protects those who could be affected by its activities.

The policy should be of an appropriate length and relevance to the activities and size of the organisation.

## Monitoring and review

Monitoring that the policy is still effective is vital. There are many ways that this can be done, including carrying out spot checks or safety inspections using prepared checklists.

More formally, effective monitoring can be achieved through audits and by reviewing management reports and accident investigations.

## HEALTH AND SAFETY POLICY STATEMENT:

“NPLSC is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.”

### HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club’s health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

### AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

**CLUB HEALTH AND SAFETY OFFICER:** .....

**FIRST AID:** Location of first aid facilities: .....

Location of telephones: .....

### QUALIFIED FIRST AIDERS:

1.....

2. ....