

## Ludgershall Sports and Social Club Rules

### Name, Office and objects of the society

1. The society is a working men's club, and shall be called the Ludgershall Sports and Social Club (hereinafter called "the club"). Its registered office shall be 37 Tidworth road, Ludgershall, Andover, Hants, SP11 9QE or such other place as a special general meeting may determine. Notice of any change of address in the registered office shall be sent by the secretary to the registrar of the friendly societies with 14 days in the form provided by the treasury regulations. The objects of the club are to afford to its means of social intercourse, mutual helpfulness, mental and moral improvement and rational recreation.

### Admission of Members

2. A candidate for election must be proposed and seconded by two financial members, able from personal knowledge to vouch for their respectability and fitness to be a member, and must sign such (if any) declaration of their concurrence with, and adherence to the purpose of the club as shall be required by the committee. An entrance fee in force must be paid by the candidate on nomination, to be returned in the event of not being elected. The election shall be by the committee, and no candidate shall be elected who is under 18 years of age. The name, address and occupation of the candidate, with the name of the proposer and seconder, shall be prominently displayed in the club premises in a part frequented by the members for at least 7 days before the day on which their name is submitted for election.

### Subscriptions

3. Every member shall pay to the funds a subscription which shall become due as soon as they are elected to membership and may not be paid until they are elected. The subscription must be paid before the member is entitled to any privileges in the club. The rate of subscription shall be that in force to be paid by January 31 every year.

Any member who has not paid their subscription 28 days after it has become due shall be considered in arrear, and if not paid within 28 days thereafter they shall cease to be members.

No member in arrear shall be permitted to use the club, or be considered a financial member for the purposes of these rules.

The committee, on receiving that any member is unable to pay their subscription owing to want of work or other good cause, may at its discretion, excuse payment of such member's subscription for such period as they think fit and the member shall not forfeit the privileges of membership.

#### Notifying change of address

4. The committee shall keep upon the club premises a register of the names and addresses of the members. Every member shall, within 14 days give notice to the secretary of any change of address. The name of those who cease to be members shall be removed from the register.

#### Cessation of membership

5. Members shall cease to be members:
  - (a) By non payment of subscription. Any person whose membership ceased from this cause shall not again be nominated for membership unless they pay all arrears at the time of them ceasing to be members, and such other additional fee as the committee may in its determine.
  - (b) By expulsion.
  - (c) By resignation.
  - (d) By death.

#### Membership of the union

6. The trustees may hold a fully paid share or shares in the working men's club and institute union limited hereinafter to as "the union" in order that each member of the club may be entitled to all the privileges of the union, subject to its rules. If the trustees hold such share or shares a person on becoming a member of the

club shall be supplied with an associate card on payment of such sums as shall be the prevailing rate charged by the union and with a pass card from time to time for any period for which they have paid their subscription, on payment at the prevailing rate charged by the union.

#### Admission of Associates

7. So long as the trustees shall hold a share in the union, all associates of the union shall be subject to the following provisions of this rule be admitted to the club premises, and intoxicating liquor may be sold to them by and on behalf of the club for consumption on the premises. An associate before being admitted to the club must produce their subscription card (showing that their subscription to their club has been paid), the associate card of the union, and the current pass card issued by the union, and must write their name and that of their club in the union associate book for that purpose. The door keeper or other appointed official shall compare the signature in the book with that on the card, and on being satisfied that the signatures correspond shall admit the associate.

Associates shall have the same rights and privileges to the same rules and by-laws as ordinary members except that they must not vote at any meeting of the club, take books out of the library, or take intoxicating liquor for consumption off the premises. The committee may refuse admission as they see fit in the interest of the club. Notice of such limitations shall be sent to the general secretary of the union.

No associates shall be admitted to the club unless their subscription shall have been paid in advance for that month in which they seek admission to the club.

#### General Meetings

##### Ordinary Meetings

8. (i) Ordinary general meetings shall be held on dates to be fixed by the committee. One of these meetings shall be the Annual general meeting. At least 7 days notice of every ordinary general meeting, with a copy of the agenda, shall be posted in the club. The business of each ordinary general meeting shall be to receive the account or accounts and the balance sheet, as audited, and the

report of the auditor on the revenue account or accounts and the balance sheet and to consider such other business as may be submitted by the committee or any motion to be proposed by a member of which at least 5 days notice has been given to the secretary in writing. On receipt of such notice the secretary shall add it to the agenda posted in the club. At the annual general meeting a report for the year shall be presented by the committee.

The auditor shall be entitled to attend any general meeting of club and to receive all notices of communication relating to any general meeting which any member of the club is entitled to receive and be heard at any meeting which he attends on any part of the business of the meeting which concerns him as auditor.

#### Special Meetings

(ii) A special meeting shall be called by the secretary in the following cases:

(a) Upon the direction of the committee, and in accordance with such direction.

(b) On a requisition signed by  $\frac{1}{5}$  of the total number of members entitled to attend and vote at a general meeting or 30 such members, whichever is the less, stating the special object thereof. Such meeting shall be held within not less than 14 and no more than 21 days from the date of receipt by the secretary of the requisition.

#### Notice to be given

(iii) Notice of any special meeting, and of the object for which it is called, shall be posted by the secretary in the club at least 10 days prior to the date of the meeting. Should the secretary not convene a special meeting in a manner required hereby within 10 clear days after a duly signed requisition has been delivered to the secretary, any of the requisitionists may call a meeting, giving such notice as is provided by this rule.

#### Business

(iv) No other business than that named in the notice shall be brought before a special meeting.

(v) A general meeting may proceed to business if 10 members are present within an hour after the time fixed for the meeting, otherwise the meeting, if convened on the requisition of the members, shall be dissolved, but if the meeting

convened by the committee, it shall stand adjourned to the week following, at the same time and the meeting so adjourned may proceed to business whatever the number present. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.

#### Adjournment

(vi) Any general meeting duly constituted may adjourn to such time as the members present direct and may continue to such adjournment from time to time. No business shall be brought on at any adjourned meeting which could not have been transacted at the original meeting.

#### Voting

(vii) Each financial member present shall be entitled to one vote on each motion. In the event of a tie the Chair will have a casting vote.

#### Officers

9. (i) The club shall have the following officers: 3 trustees, a President, Treasurer, Secretary and a minimum of 6 and up to 12 committee members. The Trustees shall be appointed only at a general meeting by a resolution of a majority of the members present and entitled to vote thereat, and shall remain in office during the pleasure of the club. The Secretary shall be elected by ballot and shall remain in office during the pleasure of the club. The President, Treasurer and the 6-12 committee members shall be elected by ballot at the elections following the annual general meeting and shall remain in office for a period of 1 year.
- (ii) Any of the officers shall be removable at any time provided 2/3 of the members present at a special meeting called for that purpose vote in favour of such removal.
- (iii) In the event of a vacancy arising amongst the officers (other than the trustees), by death, resignation or other cause, the vacancy shall be filled, the committee having the power to appoint a member to fill the vacancy until the next annual general meeting. Any officer shall vacate their office if suspended from membership under rule 24 or upon ceasing membership from any cause.

Any change in the office of secretary must be notified by the president or secretary within 28 days to the Licensing Authority.

(iv) In case any trustee being removed shall refuse or neglect to assign or transfer any property of the club as the committee shall direct, they shall (if they are members) be expelled from the club, and shall cease to have claim on the club on account of any contributions paid by them, without prejudice to any liability to prosecution which may have incurred.

(v) Notice of any resolution appointing a trustee shall be sent by the secretary to the registrar of friendly societies within 14 days, in the form provided by the treasury regulations.

(vi) The officers of the club shall receive such honorarium, if any, or in the case of the secretary, such salary, as the committee or a general meeting may from time to time determine. Every officer dealing with club moneys shall be insured with a recognised guarantee society for the due performance of their duties in such sum as the committee or general meeting of the members determine.

### Committee

#### Powers of the committee

10.(i) The managing committee shall consist of the 3 trustees, president, secretary, treasurer and the 6-12 committee, all of whom shall be 18 years of age or older. The committee shall control the management of the club, and shall have exclusive power to engage or dismiss a steward or other servants. It shall have exclusive power to purchase articles and do all such things as it may deem necessary for the carrying out of the objects of the club. It shall have due regards to any resolution or any general meeting, but shall not be bound to give effect to the same if in its judgement such action would be injurious of the club. Nothing in the rules shall enable the committee to declare any dividend or monetary grants to members, or to apply the club funds, except for the purposes of the club itself, and for the purposes specified in rule 19. It shall meet once a month for general business and not less than 1/3 of the total number of the committee shall form a quorum. No resolution of the committee shall be rescinded unless notice to rescind has been given at the previous meeting of the committee.

### Retirement, Vacation or Cessation of Membership

(ii) Any committeeperson not attending for 3 consecutive meetings shall, unless he sends an explanation which the committee consider satisfactory, cease to be on the committee. Any committeeperson or officer who shall cease to be a financial member, or who is suspended under rule 24, or who shall cease membership of the club by any reason shall vacate their seat. Any vacancy so occurring, or by other cause shall be filled by the committee, or in such other manner as the committee may decide. The senior the committeeperson, which shall mean all of the committee who were elected before the date of the last election, shall retire at the elections held after the annual general meeting, but shall be eligible for re-election. Any member selected to fill a casual vacancy shall hold office for the unexpired period for which their predecessor was elected. Where this rule does not apply, the retiring committeeperson shall be selected by the committee by ballot.

### Removal or Resignation

(iii) The committee, or any member or members thereof, may be removed by the votes of 2/3 of the members present at a special meeting called for that purpose. In the event of the removal or the resignation of the whole or the majority of the committee, the secretary shall obtain nominations, and appoint scrutineers for holding a ballot. 3 days shall be allowed for nominations and the ballot shall be held on 3 successive days within the following 7 days. The results shall be declared by the scrutineers by notice posted in the club.

### Finance Committee

11. The committee shall at the first meeting following each election, select a sub-committee, to be called the Finance Committee. It shall consist of 3 of the committee and any other officers who may be appointed by the committee. It shall be the duty of the Finance Committee to take record of the stock of goods held on the first convenient day in each month, either by themselves or by an agent duly appointed by the managing committee for that purpose, check all demands for payment with the order book, and with the delivery of notes and invoices, and to report to the whole committee whether such stock vouches the correctness of the returns made by the steward, and whether the demands are

in good order and correct. It shall see that vouchers are produced by the secretary for all payments made by the secretary or by order of the committee, and it shall report at each committee meeting whether the secretary's cash book has been duly made up, and that the amount there shows as outstanding to the credit of the club appears also in the treasurer's book or books, and in the bank statement relating to the clubs current drawing account. These books, duly made up to date, shall be laid upon the table at each committee meeting. The proceedings of the Finance Committee shall be recorded by the secretary in a minute book kept for that purpose. All cheques drawn upon the clubs account shall be signed by at least 1 member of the Finance Committee and the secretary.

The Finance Committee shall have the power to give orders for such goods to be supplied as may be necessary for carrying out the purposes of the club, but nothing in the rules shall empower the committee to incur, except such as is consistent with the purposes for which the club is established.

#### Orders

12.No officer or committee person of the club shall by virtue of their appointment, have power to order goods or dispose of funds of the club. No goods or labour shall be supplied, nor any contract entered into for work to be done for the club, nor any officer of salary, profit or remunerations, held by any member of the committee, nor shall any honoraria be paid to any of the committee unless authorised by a general meeting.

#### Liability of Trustees

13.All the property of the club shall be vested in the trustees representing and acting for the whole of the members of the club. No personal liability shall attach to any trustee, except to the extent of such funds of the club as may be actually received by the trustee.

#### President

14.The president or in their absence an elected chairperson shall take the chair at all general meetings and managing meetings of the club, and in the event of



equality of voting management committee meeting shall have an additional or casting vote.

#### Treasurer

15. The treasurer shall pay all moneys received by the club from any source whatever, without any deduction for any purpose whatever, to the credit of an account opened in the name of the club at such bank and in such manner as the committee may direct, and further shall keep such accounts and pay such debts of the club as the committee shall direct, and shall, when required to do so, render to the committee, or a general meeting, an account of any moneys received and expended by the treasurer.

#### Secretary

16. The secretary shall be the executive officer of the club. He shall keep upon the club premises a register of the names and addresses of the club members and a subscription book, in which shall be recorded the payments of such members. The secretary shall carry out the directions of the managing committee, and subject to such direction, shall receive moneys on account of the club, and pay them to the treasurer, and keep such accounts as the managing committee direct. The secretary shall attend general meeting and, managing committee and finance committee or any other sub-committee meetings if so directed, take minutes of the proceedings, prepare accounts and balance sheets, and submit them to the auditor.

The secretary shall ensure that the club premises certificate, or a certified copy thereof, is kept at the club premises in the custody, or under the control of the person nominated for the purpose of Section 94(2) of the Licensing Act 2003, who may be the secretary, or a club member, or a club employee nominated by the secretary in writing. The nominated person shall be identified in writing to the Licensing Authority by the secretary, and shall ensure that the summary of the certificate issued by the Licensing Authority, or a certified copy thereof, and a notice specifying the position he holds at the premises are prominently displayed at the club premises.

### Assistant Secretary

The assistant secretary shall assist the secretary in their duties and act for them in their absence.

### Annual return to Financial Services Authority

17.(i)The secretary shall send to the Financial Services Authority once in every year, within the time allowed by legislation, an annual return relating to the club's affairs for the period required to be included in the return. The annual return must be made up for the period beginning with the first day of January of the year in which the return is required to be sent, and ending with the 31 December inclusive. The return must be made in the form prescribed by the Financial Services Authority, and contain such particulars as may from time to time be required by the return. A copy of the report of the auditor on the accounts and balance sheet contained in the return if required by statute must accompany the annual return.

### Copies to Members

(ii)A copy of the last annual return or balance sheet or other document, duly audited, containing the same particulars to the affairs of the club, as are contained in the annual return together with a copy of the report of the auditor on the accounts and balance sheet contained in the return or on that balance sheet or document so supplied as the case may be, shall be supplied gratuitously on demand to every member or person interested in the funds of the club.

### Balance Sheets to be posted

(iii)a copy of the account or accounts and the balance sheets covered the year ending 31 December, as audited, and the report of the auditor on the balance sheet and accounts, shall be posted in the registered office and shall be kept always hung up in a conspicuous place at the said office.

### Audit

18.(i)The Club is to vote each year at the AGM to disapply the requirement to undertake a full professional audit for the year of account in question and that

the account and balance sheet are to be certified and signed off by the Secretary and two other Members of the Management Committee.

(ii) It will be the duty of the Secretary to ensure that the appropriate resolution is placed on the agenda for the AGM.

(iii) If the appropriate resolution to disapply the requirement to undertake a full professional audit is not passed at the AGM of the year of account in question then a full professional audit is to be undertaken.

### Application and Investment of Funds

19. (i) All moneys received on account of the club, from any source, shall in no case be distributed amongst the members, but shall be applied towards carrying out the object of the club, or shall be invested by the trustees in such ways, and upon such of the following investments as the committee, or a general meeting may decide:

(a) In the National Savings Bank

(b) In the purchase of land or building as aforementioned (rule 20), or in the erection or alteration of a club house or other buildings.

(c) On the securities of any society registered under the Industrial and Provident Societies Act, or under the Building Societies Act, or of any company incorporated by Royal Charter or Act of Parliament, provided that such society or company has its liability limited.

(d) In any investment in which trustees are, for the time being, by law authorised to invest trust funds.

(ii) Provided that always that nothing shall authorise any investment of the funds in any manner contrary to law, i.e. in the advancing of money to members or other on notes of hand, or deposited with any member at interest.

(iii) The club may subscribe out of its funds, as provided by Section 52 of the Friendly Societies Act 1974, to the Union Convalescent Homes, or to any other convalescent home, hospital, infirmary, charitable or provident institution, any annual or other sum which may be necessary to secure to members of the club or their families the benefits of such institution.

## Acquisition of Land and Borrowing Powers

20.(i)The trustees may, when authorised thereto by a general meeting, or by the committee, hold purchase, or take on lease any land or buildings and may sell, exchange, mortgage, lease, or build upon the land, with power to alter and pull down buildings and again rebuild.

(ii)The trustees may, when authorised thereto by the committee, obtain advanced of money for the purposes of the club upon the security of bonds or agreements or promissory notes or certificates of indebtedness or mortgages of real property of the club or bills of sale on any of the goods and chattels of the club upon such terms as to interest and as to the time and manner of repayment of principal as the committee may determine.

## Conduct of Elections

### Nominations

21.(i)The election of officers (except trustees) and committee persons shall be by ballot. At least 3 weeks before the day fixed for any ballot a nomination sheet shall be posted in the club by the secretary, on which the names of all candidates for any office must be entered, and such sheet shall remain open until the expiration of at least 24 hours following the general meeting. No member shall be eligible for nomination unless they have been a financial member for at least 6 months prior to nomination closing, and has been proposed and seconded by 2 financial members, who must themselves sign the sheet. No member under suspension at the date of closing of the nomination sheet shall be eligible for nomination. No candidate shall be nominated for more than 1 position. No member of the managing committee whose term of office is not about to expire may become a candidate unless he first resigns the position they hold.

### Scrutineers

(ii)The ballot shall be carried out under the directions of the committee by 3 scrutineers appointed by the general meeting, who shall not be candidates, members of the committee or officers.

### Ballot, When Held

(iii) Ballots shall be held during the week following the annual meeting or in the succeeding week. Ballots shall remain open during not less than 3 hours on the evening of not less than 2 consecutive days to be fixed by the committee, and the results shall be made known by the posting of a notice in the club signed by the scrutineers, recording the number of votes polled by each candidate, and indication which of the candidates are elected.

### Who May Vote

(iv) Each financial member shall have 1 vote for each vacancy but no member may give more than 1 vote to any 1 candidate.

### Tie

(v) The candidates receiving the highest number of votes shall be declared elected. In the event of 2 or more candidates receiving an equal number of votes for the last vacancy or vacancies, the names of such candidates shall be written on a slip of paper, which shall be placed so that the names are concealed, and the President, or in their absence, some person appointed by the scrutineers, shall then draw as many slips as there are vacancies to be filled, and the members whose names are so drawn shall be declared duly elected.

### Scrutiny

(vi) The scrutineers shall, at the conclusion of the ballot, seal up the ballot papers and hand them to the secretary, who shall retain them for 7 days. A scrutiny shall take place if a written demand be presented to the secretary within 7 days from close of the ballot, signed by not less than 1/10 of the financial members, and the scrutiny shall be carried out by 3 fresh scrutineers, to be named by the committee and their decision shall be final.

### Inspection of Books

22. Any member or person having interest in the club funds may, at all reasonable times, inspect all books and accounts, at the registered office, or at any place where they are kept, and it shall be the duty of the secretary to produce them for inspection.

## Settlement of Disputes

### Disputes between a Member and an Officer of the Club

23.(i) All disputes between a member and an officer of the club shall unless the committee elect to refer the matter directly to a special general meeting, be settled by the committee. The decision of the committee shall be final, unless any party aggrieved thereby shall, within 7 days, produce to the secretary a requisition satisfying the conditions mentioned in rule 8 (ii) (b), whereupon the decision shall be reviewed by a special meeting.

### Disputes between a Member and the Club

(ii) All disputes between a member or person aggrieved who has ceased to be a member, or any person claiming through such member or person aggrieved or under the rules and the club or committee shall be referred to the Executive of the Union or the person appointed by them, who shall be the arbitrator or arbitrators of the club and whose decision shall be final.

(iii) In the rule expression "dispute" includes any dispute arising on the question of whether a member or person aggrieved is entitled to be or to continue to be a member or to be reinstated as a member but, save as aforesaid, in the case of a person who has ceased to be a member, does not include any dispute other than a dispute on a question between them and the club or an officer thereof, which arose whilst they were a member or arises out of their previous relation as a member to the club.

## Misconduct of Members

24.(i) The secretary or president or in the absence of both such officers any officer present upon the club premises shall have the power to order the withdrawal from the club premises of any member who shall infringe any rule or by-law or whose conduct whether within the club or elsewhere shall in their opinion render a member unfit for further entry to the club. A member whose withdrawal has been ordered as provided above and who is to be the subject of proceedings in a court of law may not be allowed to use the club premises until

in the opinion of the managing committee their case is satisfactorily disposed of through the courts.

(ii) The secretary or president or officer who orders the withdrawal of a member for misconduct as per rule 24(i), that member not being the subject of proceedings in any court of law, shall at the next meeting of the managing committee or as soon as practicable thereafter, lay a complaint upon which the managing committee must decide whether or not to formally charge the member. If the managing committee by a majority of members present at the meeting and entitled to vote, decide that on the face of the complaint there is a case to answer, the secretary will write to the member setting out the charge or charges and summon them to appear before the managing committee giving not less than 3 clear days notice to afford the member an opportunity to advance a defence.

(iii) The managing committee having found the charge of misconduct proven against a member by a simple majority of their number present and entitled to vote must by at least 2/3 of the said managing committee vote for the member to be reprimanded, suspended (for a period not exceeding 12 months) or expelled to render it effective. If a vote of at least 2/3 is not obtained the member shall be advised that although the charge is proven no sentence will be imposed. A member convicted of any offence by any court of law may be suspended or expelled in their absence. A suspended member shall not be entitled to any of the rights and privileges of the club membership but shall remain liable to pay their subscription. The decision of the managing committee shall be sent to the member in writing within 3 days of the managing committee meeting at which the decision was reached and the members right of appeal procedure explained in the letter.

#### Right of Appeal

25. A member suspended or expelled shall have right to appeal to the Union General Secretary who shall arrange through a Union Branch Secretary for the appointment of arbitrators. Such appeal must be lodged within 30 days of the management committee's meeting at which the member was so suspended or expelled and be in writing, addressed to the General Secretary of the Union. No appeal shall be heard by the said arbitrators unless a deposit is submitted to the

General Secretary of the Union. The Union's Executive Committee shall determine such deposit, and the sum due shall be notified to the member on lodgement of the appeal. That deposit must be received within 30 days from the appellant on lodgement of an appeal before the case proceeds, after this time the case will be closed.

The arbitrators may order the cost of the arbitrator to be borne by either party or by both parties in such proportions as they may think fit, and such sum may be reimbursed from the deposit held.

The arbitrators, or a majority of them, shall have the full power to alter or rescind such suspension or expulsion as they may think fit, and there shall be no appeal from their decision.

#### Introduction of Guests

26. A member or associate may personally introduce friends as their guests, but no member or associate may introduce more than 3 friends at 1 time. The member or associate introducing the guest(s) shall sign their name in the book kept for that purpose together with the name of the guest(s). The following shall not be admitted as guests:
- (a) Former members who have been expelled.
  - (b) Former members who have ceased to be members through non-payment of subscriptions.
  - (c) Persons who, having been nominated for membership, have not been accepted.
  - (d) Members who are under suspension.
  - (e) Persons who have been expelled or who are under suspension from any other Union club.

Members and associates must accompany guests introduced by them during the period of their stay in the club, and no guest shall be permitted to make any payment for alcohol directly or indirectly.

The managing committee may debar a member or associate introducing any particular person as a guest if they so think fit and may prohibit a member or an associate introducing guest during the hours when licensed premises in the locality are not open for the sale of alcohol to the public.



### Guests and Excisable Articles

27. Should any guest introduced by a member or an associate pay for alcohol they shall at once be removed from the club premises. If introduced by an associate, the associate shall also be removed. If introduced by a member the member may be expelled from membership on the fact being duly proved; and it shall be the duty of any officer or members of the club, becoming aware of such breach of the rules, to report it at once to the secretary or managing committee.

### Rules

#### Supply

28.(i)The secretary shall be supplied by the managing committee with copies of the rules, and shall be bound to deliver a copy to any person, on demand, at such reasonable fee as the managing committee may from time to time determine.

#### Amendment

(ii)These rules may be amended only at a general meeting called for that purpose. Notice of any proposed amendment shall be posted in the club for at least 10 days previous to the meeting to which the amendment is to be submitted. Any amendment shall require the votes of at least 2/3 of the members present at such meeting.

No amendment of the rules is valid until registered in accordance with the act. Notification of any change in the name of the club or in the rules of the club must be given to the Licensing Authority within 28 days after the change is made and registered.

### By-laws

29. The managing committee shall have power to make such by-laws as it may consider necessary for the good government and order of the club, provided that no such by-laws shall conflict with any of the rules. A copy of all such by-laws shall be posted in a conspicuous place within the club-house.

### Dissolution

30. The club may at any time be dissolved by an instrument of dissolution approved by a special resolution of the club. Upon dissolution of the club by consent any surplus remaining after payment in full of the club's creditors shall be divided in equal shares among those members who were members at the date that the special provision was approved.

### Hours of Opening and Closing of the Club Premises

31. The club shall open and close and qualifying club activities may take place, at such times as the managing committee may from time to time determine, subject to the terms and conditions specified in the Club Premises Certificate granted to the club under the provisions of the Licensing Act 2003.

### Life Members

32. The committee may, in their discretion, grant life membership to any member who has rendered special service to the club, or who in their opinion is deserving of the distinction. Life members shall not be liable to pay subscriptions under rule 3, but shall be entitled to all the rights and privileges of club membership, including the right to attend meetings, vote at elections and be nominated for committee or other office. A certificate of life membership shall be signed yearly by the secretary and issued to each life member.

Revised: 01 MAY 2014

15<sup>th</sup> July 2015

# Health and safety policy statement

(Health and safety at Work etc Act 1974)

## This is the Health and Safety Policy Statement of LUDGERSHALL SPORTS & SOCIAL CLUB

### Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

*Signed*

*Secretary for and on behalf of Ludgershall Sports and Social Club*

*Date: 25 November 2011*

*Revision date: 25 November 2012*

*Revision date: 15 July 2015*

### Responsibilities

1 Overall and final responsibility for health and safety is that of the **Management Committee** (Officers and Committee Members)

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to **the Secretary**

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**The Bar manager – All areas open to staff, the members and guests.**

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;

15<sup>th</sup> July 2015

- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **Health and safety risks arising from our work activities**

- Risk assessments will be undertaken by a **qualified person nominated by the Management Committee**
- The findings of the risk assessments will be reported to **The Secretary**
- Action required to remove/control risks will be approved by **The Committee**
- **The Secretary** will be responsible for ensuring the action required is implemented.
- **The Secretary** will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed **every 12 months** or when the work activity changes, whichever is soonest.

### **Consultation with employees**

- Employee representative(s) are the **Bar Manager and Bar Staff Manger**
- Consultation with employees is provided by **regular staff meetings and directly by the Secretary / Treasurer**

### **Safe plant and equipment**

- **The Bar Manger** will be responsible for identifying all equipment/plant needing maintenance.
- **The Secretary** will be responsible for ensuring effective maintenance procedures are drawn up
- **The Bar Manger** will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the **Bar Manger or the Secretary**.
- **The Secretary** will check that new plant and equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

- **The Bar Manager** will be responsible for identifying all substances which require a COSHH assessment.
- **A qualified person nominated by the Management Committee** will be responsible for undertaking COSHH assessments.
- **The Secretary** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **The Bar Manager** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **The Bar Manger** will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed **every 3 months** or when the work activity changes, whichever is soonest.

### **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the **Bar Lobby**
- Health and safety advice is available from the **Secretary**
- Supervision of young workers/trainees will be arranged/undertaken/monitored by **the Secretary**
- **The Bar Manger** is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

### **Competency for tasks and training**

- Induction training will be provided for all employees by a **Competent Person** nominated by the Management Committee
- Job-specific training will be provided by **The Bar Manger and Bar Staff Manager**
- Specific jobs requiring special training are **none identified**
- Training records are kept by **The Secretary**
- Training will be identified, arranged and monitored by **the Secretary**

### **Accidents, first aid and work-related ill health**

15<sup>th</sup> July 2015

- Health surveillance is required for employees doing the following jobs **Bar Work, Cleaning and Pitch Maintenance**
- Health surveillance will be arranged by **The Bar Manger**
- Health surveillance records will be kept by **The Secretary**
- The first-aid box is kept in the **Bar Lobby**
- The appointed person(s) are **The Secretary & Bar Manger**
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by **The Bar Manger**
- **The Secretary** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority)

### **Monitoring**

- To check our working conditions, and ensure our safe working practices are being followed, **we will conduct spot checks, investigate accidents or ill health**
- **The Secretary** is responsible for investigating accidents.
- **The Secretary** is responsible for investigating work-related causes of sickness absences.
- **The Management Committee** is responsible for acting on investigation findings to prevent a recurrence.

### **Emergency procedures – fire and evacuation**

- **The Management Committee** is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by **the Bar Manger every week**
- Fire extinguishers are maintained and checked by **the Bar Manger every week**
- Alarms are tested by **the Bar Manger every week**
- Alarms are checked and tested by **the Installer annually**
- Emergency evacuation will be tested **once in every half year**