



Committee Structure and Responsibilities

Introduction

Wimbledon Racquets and Fitness Club is an amateur community sports club, accessible to anyone through membership.

Whilst we are a not-for-profit organisation (because all surplus income is invested back into the club), the business is structured as a limited liability company. The long-term future of the club is dependent upon generating sufficient income, so that the business can upgrade the ageing building and maintain the facilities, in addition to improving what we can offer our members.

The club is managed by a General Manager who oversees the daily running and long-term future of the club. He/she is the senior employee with a team within the business and in turn is accountable to the "Board" of Directors. In accordance with rules set out in the Articles of Association directors are elected for a 3-year term by the members at an Annual General Meeting (AGM) to represent them and make decisions in the best interests of the club.

In addition to the Board and employees, the club currently has two elected sports-specific committees to represent the main sports of badminton and squash. The role of club committees is to be responsible for the organisation and management of their sport within the club, as set out below, and be a main line of contact and communication for the members of their sport with the club. This does not preclude additional committees being formed in the future to represent other activities in the club, and it is intended that this document will also provide the framework for any new committees which may be formed.

Membership

The badminton and squash committee consist of volunteer elected members who represent the interests of the badminton and squash members at the club. Each committee is supported by the head coach for their sport and a member of the management team, neither of whom as employees will vote.

Committee members are elected/re-elected annually at the Club AGM. Any members wishing to stand for election to the committee should notify the General Manager no less than 72 hours prior to an AGM. Additional members may be co-opted during the year if necessary. If a committee is deemed to be at capacity at eight (8) members and a full member of the club would like to challenge for a position, then a vote must occur at the AGM. If the challenge is made, a voting ballot will commence for all persons who are proposed. The person(s) with the least number of votes will not gain a place on the committee.

The committee shares the responsibilities which are listed below (see Areas of Focus). If the committee fails to have enough members, they must act to increase the numbers to ensure each role is filled.

Removal of a member from the committee

In exceptional circumstances, such as disruptive behaviour, other members of the committee may feel it necessary to ask an existing member to stand down from the committee. In such circumstances the following procedure must be followed:

- A majority of the members of the committee must agree that the procedure should be invoked, such decision to be formally documented.
- The reasons for asking the member to stand down must be clearly explained in writing to that member.
- If the member in question does not wish to stand down, he/she has the right to speak at a committee meeting to address whatever concerns have been raised, such address to take place at the earliest possible opportunity.
- Following that address a formal vote of all the other committee members should be taken. A 2/3 majority in favour is required for a member to be removed.
- The member being removed has the right to appeal. The board will nominate a panel to hear the appeal. Grounds for appeal are limited to the above process not being carried out properly.

Areas of focus:

There is an expectation that committee members will dedicate some of their valuable time and expertise (including skills) to improve upon the sport they represent. Primarily, the committees are responsible for how the sport is structured within the club, whether league-based (mainly squash) or session-based (mainly badminton). They will liaise with management to facilitate the structure of their sports and how they are played within the club.

The areas of focus below are key to the sports and between the committee members should be worked on, ideally with members working to their strengths or specialist areas.

1. Session programme
2. Leagues
3. Teams
4. Junior section
5. Communication with members
6. Development of their Sport
7. Events & tournaments
8. Session & tournament finance

Additionally, the management and board would like sport-specific support and input for the following areas:

1. Sponsorship
2. Marketing

Both sports also require match secretaries who do not have to be committee members but will provide support to the group as administrators. Whilst they are welcome to attend meetings/provide updates, there is not the same expectation to do so, and they will not have voting rights unless they are an elected member of the committee.

There is also an independent safeguarding team who will support the committees and act on behalf of all members. They will not have voting rights (unless already elected as a committee member with other responsibilities). It is the responsibility of the safeguarding team to have input about any element of the committee's proposed ideas (e.g. new sessions) and guide the committee about best and safe practice. There is an expectation that committees adhere to the professional advice given by the safeguarding team.

The expectation is that the committees:

- Represent the sport within the club, both internally for its members and externally with our teams, potential new members, and governing bodies.
- Promote the sport - develop this at the club and to the wider community.
- Increase participation in both activities and through membership, with reference to identified low participation groups.
- Always promote safe play with club rules overriding all others.
- Ensure all activities are created for member enjoyment.
- Promote best practice and raise any concerns to the relevant persons (e.g. management team, coaches) regarding health and safety.
- Support the management team and their head coach with rigorous checks of all coaches and ensure all are qualified, DBS checked, have paid their governing body membership, and have undertaken safeguarding training.
- Report any safeguarding concerns to our safeguarding team.
- Devise and implement a detailed sport-specific journey plan that ensures anyone (regardless of any factor, e.g. age, ability) can join the club and remain a member even if individual need changes.
- Organise the sports calendar, the coaching sessions, and the club tournaments.
- Arrange and organise team competition in the relevant leagues, interclub and internally.
- Constructively discuss matters raised by the members on issues and attempt to resolve or forward to club management if unable to resolve internally. Ensure these matters are documented and members are responded to in reasonable timeframes.
- Assist with applications for external funding from governing bodies, charitable groups, local authority, and sponsorship and work together with the management team to achieve this.
- Always act in the best interests of the overall club, not just a specific sport, being mindful of the sensitivity of some subjects and the need for a professional approach when acting in a position of responsibility.
- Work with the Board, management team and governing body to ensure effective communication to members, ensuring it is sports-specific to a target audience and up to date.
- Develop and regularly review all policies relating to sports at the club and make recommendations and proposals to the Board for improvement.
- Be mindful of cost and ensure that, prior to making active decisions, agreement has been reached with the management team to run activities of benefit to the club and its members.
- Work with the management team, to ensure a fair and consistent approach to court allocation so that the majority of members will be put at the forefront of these decisions.
- Support the need for compliance from members in relation to policy and procedure.
- Report to the management team/board any members who bring the club and/or sport into disrepute.

Meetings

- Committee meetings generally take place each month but may be necessary more frequently.
- Minutes of these meetings must be taken, and a record made available on the website/notice board for members to see (within seven days of the next meeting when minutes have been approved).
- Four members of the committee must be present to constitute a quorum. At the first meeting after the AGM the committee will elect a chairperson. Meetings will also be attended by the Head of Sport and a representative of the management team and sometimes a Board member; they will have no voting rights.

The role of the Chairperson:

- To organise and lead the committee meetings including setting the agendas and ensuring actions are followed through and completed.
- To act as the lead liaison with the Board, the management team, members, and governing body of the sport.
- To present a report to the members at the AGM.
- If the committee is unable to reach a decision the Chairperson has the casting vote.