

**NEWCASTLE
UNDER-LYME**



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SPORTS COUNCIL

M.BAILEY
HONORARY SECRETARY

D.ROBERTS
HONORARY TREASURER

To: The Chairman and Members
of the
Sports Council Review Working Group

When telephoning please ask for :

Geoff Durham

My Ref:

GD/S.60

Dear Sir/Madam

A meeting of the Sports Council Review Working Group will be held in **Committee Room 2, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG**, on **Wednesday, 2nd July, 2014** at 7.00 pm

AGENDA

- 1 Apologies**
- 2 TERMS OF REFERENCE FOR THE WORKING GROUP**
To set up Terms of Reference for the Working Group
- 3 Examples of Sports Councils** (Pages 3 - 10)
- 4 To consider the future structure and operation of the Newcastle-under-Lyme Sports Council** (Pages 11 - 16)
- 5 Actions and Future areas for Consideration**
- 6 Date of Next Meeting**

Yours faithfully

M.BAILEY

Honorary Secretary

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Constitution

SEFTON SPORTS COUNCIL CONSTITUTION

NAME

The name of the Council shall be the Sefton Sports Council (hereinafter called the Council).

OBJECTIVES

1. The objective of the Council shall be the advancement of sport in Sefton.
2. By examining the needs for improving present facilities and the provision of new ones.
3. By advising the Local Authority generally on the collective opinions of local sports interests.
4. By disseminating information, especially to newcomers to the area, concerning available sports facilities and by maintaining an up-to-date record of all sporting organisations.
5. By advising upon, and helping with, the organisation of personal needs in sport, if requested.
6. By encouraging participation in sport amongst all sections of the community, collaborating with the Local Authority where appropriate, with regard to participation by school leavers and young people.
7. By receiving and considering (and taking such action as the Council deems necessary thereon) reports and recommendations from any organisation on all matters concerning the interests of sport.

AFFILIATION TO COUNCIL

All sporting organisations actively operating within the Sefton area may apply for affiliation to the Council subject to the organisation agreeing to abide by any regulations which may be made by the Council as to membership and subject also to the Council retaining the right to reject any application for affiliation if, in the opinion of the Council there are reasonable ground for doing so.

MEMBERSHIP OF THE COUNCIL

Membership of the Council shall consist of:

- a) The officers of the Council
- b) Elected Member(s) of the Local Authority
- c) Honorary Associate Members who have strongly supported the Council in the past
- d) One representative of each affiliated organisation
- e) Such other persons, not exceeding a total of three, as may be co-opted for membership by the Council on such terms as the Council may decide from time to time

EXECUTIVE COMMITTEE

Membership of the Executive Committee shall consist of the Chairman, Vice-Chairman,

Secretary, Treasurer and not more than five others, drawn from the Council provided that such membership shall not comprise more than one representative from any sport represented on the Council. In addition the Local Authority shall be entitled to appoint two representatives, neither of whom shall hold the office of Chairman or Vice-Chairman.

The business of the Council shall be carried out by the Executive Committee which shall be elected at the Annual General Meeting.

The Executive Committee shall have the power to fill by co-option any vacancy which may occur in its body during the year and shall have the power to co-opt in an advisory capacity any person whom they think fit.

SUB-COMMITTEES

The Council and the Executive Committee shall have the power to appoint Sub-Committees as they think fit, and may delegate to such Sub-Committees such powers as they from time to time think desirable.

OFFICERS

The officers of the Council, who shall serve in an honorary capacity, shall be the Chairman, Vice-Chairman, Secretary, Treasurer, and Auditor, and such other officers as the Council may from time to time appoint. All Officers will be elected or re-elected annually at the Annual General Meeting of the Council. When elected all Officers shall relinquish their representative duties for their particular organisation on the Council, new representatives being nominated by the organisation in their place.

MEETINGS

There shall be an Annual General Meeting to be held in the month of May.

The Council shall meet at such other times as they think fit or on the direction of the Chairman, except that not less than five members of the Council may give fourteen days notice to the Honorary Secretary in writing requesting him/her to convene a meeting of the Council for the purpose of discussing the matter or matters referred to in the Notice, and the Honorary Secretary shall forthwith call such a meeting of the Council.

NOTICE OF MEETINGS

At least 14 clear days notice shall be given in writing with an Agenda, in the case of a General Meeting, Executive Meetings or an Annual General Meeting.

VOTING AT MEETINGS

All questions in Council or Executive Committee shall be determined by a show of hands by a majority of the Members present and voting.

The person presiding at a meeting of the Council or Executive Committee shall have a second or casting vote.

CIRCULATION OF MINUTES

A copy shall be sent to all affiliated organisations and the Local Authority Representatives.

QUORUM

Fifteen members of the Council or five of the Executive Committee shall constitute a quorum.

FINANCES

The Councils Financial Year shall run from the 1st April to the 31st March.

All affiliated organisations shall be required to pay such membership fees as decided at the Annual General Meeting. Fees are payable on demand.

For the furtherance of the objectives of the Council, the Executive Committee may authorise expenditure out of the Councils funds.

The Treasurer shall keep proper books of accounts and shall advise and report to the Council on all financial matters and shall report to the Annual General Meeting an audited statement of accounts.

SPECIAL POWERS

The Executive Committee shall be empowered to take such action as the Committee may consider desirable in any circumstances not covered by this constitution, such action to be reported to the next meeting of the Council for ratification, or if the Chairman of the Council considers it necessary so to do, to a specially convened meeting of the Council.

HONORARY ASSOCIATE MEMBERS

Nominations for the position of Honorary Associate Member shall be considered by the Executive Committee and presented to the membership at the Annual General Meeting. Approval of the nominations will be by a show of hands by those members present and eligible to vote.

ALTERATIONS TO THE CONSTITUTION

These may only be made at an Annual or Extraordinary General Meeting by a two-thirds majority of those present and eligible to vote.

Notice of any proposed alteration shall be submitted in writing to reach the Honorary Secretary not less than four weeks before the date of the Annual or Extraordinary Meeting called for that purpose.

DISSOLUTION

A motion to dissolve Sefton Sports Council may only be made at an Extraordinary Meeting or Annual General Meeting.

To affect dissolution at least three quarters of those present and eligible to vote and voting at the meeting shall vote in favour of the dissolution.

If a motion to dissolve Sefton Sports Council is carried by the said majority the Sports Council surplus funds, property and assets (if any) shall be disposed of by distribution to any Community Amateur Sports Clubs or Charitable Sporting Organisation sharing the same aims and objectives as Sefton Sports Council.

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CONSTITUTION OF THE TORBAY SPORTS COUNCIL

1. Name

The name of the Council shall be the Torbay Sports Council (hereinafter called the Sports Council).

2. Objectives

The objectives of the Sports Council shall be:-

- a) To review, or assist in the reviewing of existing sports and recreational facilities in the area.
- b) To assess, or assist in an assessment of the present and future needs of the community in sport and recreation and to advise on and help in catering for those needs.
- c) To promote co-operative action in planning or replanning sports and recreational provision to serve the needs of the community generally.
- d) To bring about co-operation between national, regional and local statutory and voluntary bodies in the area and to encourage the exercise of all statutory and other powers by which sports facilities can be provided.
- e) To put forward the collective opinion of local sports interests on matters relating to the use of existing facilities and the planning of future facilities.
- f) To promote and assist in the publication of an up-to-date record of all local sporting organisations and facilities.
- g) To take appropriate steps to encourage school leavers to continue an active participation in sport and recreation.
- h) To receive and consider reports, comments and recommendations from individuals and organisations on matters concerning sport and recreation and to make appropriate recommendations to the appropriate bodies.
- i) To make recommendations to any regional committee which might be formed, or to any other appropriate body, on the provision of major recreational facilities designed to serve the needs of the region in which the Council operates.
- j) To seek grant aid for any purpose approved by and consistent with the objectives of the Sports Council.
- k) To promote or assist in promoting sporting activities, competitions, tournaments, championships or other events as seems desirable to the Sports Council.

3. Affiliation of the Sports Council

Representatives of all sporting organisations actively operating within the Borough of Torbay may apply for affiliation to the Sports Council subject to the organisations agreeing to abide by any regulations which may be made by the Sports Council as to Membership and subject also to the Sports Council retaining the right to reject any application for affiliation if, in its opinion, there are reasonable grounds for doing so. The Sports Council shall review at its Annual General Meeting the list of affiliated organisations and make such alterations thereto as it may deem necessary.

4. Membership of the Sports Council

- a) One representative from each organisation or league affiliated to the Sports Council. Under special circumstances and with the consent of the Chairman of the Sports Council, a deputy may be sent.
- b) One representative from each school or college in the area.
- c) One representative of youth organisations to be nominated by the Executive Committee.
- d) Councillors as allocated annually by Torbay Council, or their nominated deputies.
- e) All persons holding office under the Torbay Sports Council. Each Member of the Sports Council shall have one vote only, other than Officers of the Torbay Council holding office under the Sports Council or Executive Committee, who shall not vote.

5. Officers

The Officers of the Sports Council, who shall serve in an honorary capacity, shall be a Secretary, Treasurer and such other Officers as the Sports Council or its Executive Committee may, from time to time appoint. All Officers will hold office up to and including the following Annual General Meeting.

6. The Executive Committee

- a) The Executive Committee shall consist of ten Members to be elected at the Annual General Meeting (not more than one representing any one sport), together with the two representatives mentioned heretofore, and shall with the Officers, deal with the day-to-day business of the Sports Council.
- b) Representatives elected as Officers of the Executive Committee shall cease to represent their organisation which shall appoint another representative.

- c) The Executive Committee shall have power to co-opt and to invite any specialist Member as necessary.
- d) The Executive Committee shall have power to form Committees or Sub-Committees from time to time as it shall think fit.
- e) At the first meeting of the Executive Committee, after the General Meeting referred to in clause 7a) hereof, the Members of that Committee shall elect from amongst their number a Chairman and Vice-Chairman who shall hold the like positions on the Sports Council.

7. Meetings

- a) There shall be an Annual General Meeting of the Sports Council to be held in March and thereafter annually to deal with the following business:-
 - i) To receive the report of the Chairman on the previous year's activities.
 - ii) To review the work of the Sports Council and Executive Committee during the previous year.
 - iii) To appoint an Executive Committee from amongst those people who have been nominated.
 - iv) To review nominations for and elect an Honorary Secretary, an Honorary Treasurer, other Officers and an Auditor (if need be) for the next ensuing year.
 - v) To review the affiliations.
 - vi) Treasurer's report.
 - vii) Any other business of which seven days notice in writing has been given to the Honorary Secretary.

The Sports Council shall meet at least once each year, and at such times as the Executive Committee may consider necessary.

- b) On receipt of a written request by not less than eight Members of the Sports Council the Honorary Secretary shall call an Extraordinary General Meeting. The notice calling the meeting shall state the subject matter for the meeting and only that matter may be discussed.
- c) The Honorary Secretary shall ensure that Members have at least fourteen clear days notice in writing of meetings of the Sports Council and the Members of the Executive Committee have at least seven clear days notice in writing of a meeting of the Executive Committee and he shall keep adequate minutes of proceedings of all meetings. A copy of the minutes of the Sports Council shall be sent to all affiliated organisations.

- d) Ten Members of the Sports Council shall constitute a quorum for a meeting of the Council. Three Members shall constitute a quorum for a meeting of the Executive Committee.
- e) The Honorary Secretary and Honorary Treasurer of the Sports Council shall hold the same positions on the Executive Committee.

8. Finances

- a) The Sports Council's financial year shall end on 31st December each year.
- b) All affiliated organisations shall be required to pay such annual affiliation fee as the Sports Council may from time to time decide at the Annual General Meeting. Fee to accompany the Affiliation Form in January.
- c) For the furtherance of the objectives of the Sports Council, the Executive Committee may authorise expenditure out of the Sport Council's funds.
- d) The Honorary Treasurer shall keep proper books of accounts and shall be responsible for advising and reporting to the Sports Council on all financial matters affecting its activities, and shall present to the Annual General Meeting an audited statement of accounts.
- e) Cheques shall be signed by the Honorary Treasurer and one Officer, if he shall be the Borough Treasurer, otherwise by the Chairman and Vice-Chairman of the Sports Council.

9. Special Power

The Executive Committee shall be empowered to take such action as the Committee may consider desirable in any circumstances not covered by this Constitution, such action to be reported to the next meeting of the Sports Council for ratification or if the Chairman of the Sports Council considers it necessary to do so, to a specially convened meeting of the Council.

10. Amendments of the Constitution

This Constitution may be amended by an Annual General Meeting of the Sports Council. The adoption of any amendment requires the support of the majority of the Members present and voting. The proposed amendment shall be included in the Notice of the Annual General Meeting.

Updated at the Annual General Meeting March 2002

**NEWCASTLE
UNDER-LYME**



SPORTS COUNCIL

CONSTITUTION

1. Title

The Council shall be called Newcastle-under-Lyme Sports Council.

2. Objectives

The objectives of the Sports Council shall be: -

- (i) To assess the sporting needs of the district of Newcastle-under-Lyme and to advise and help with catering for those needs.
- (ii) To help the Local Authority by advising generally on the collective opinion of local sports interests for future planning of sports facilities.
- (iii) To take such steps in consultation and collaboration with the Local Education Authority as are appropriate to encourage school leavers to continue to take an active participation in sport.
- (iv) To administer grants towards expenses incurred in the participation of sporting activities. (Expenses can include equipment, travel, training fees, maintenance of premises etc but grants will not be given for an organisation's running costs.)

Eligibility:

Individuals

- must reside in the Borough of Newcastle-under-Lyme.

Schools

- must have a properly constituted committee of management based within the administrative area of the Borough of Newcastle under Lyme.
- Applications will only be considered where it is to fund extra curricular activities

Clubs / Organisations

- must have a properly constituted committee of management based within the administrative area of the Borough of Newcastle under Lyme.
 - Applications can only be made once in every twenty four months.
 - Must be “not for profit” organisations
- (v) To advise upon and help with the organisation of personal needs in sport with: -
- (a) Beginners (introductory courses)
 - (b) Personal performances (coaching centres)
 - (c) Training of coaches
- (vi) To receive and consider reports and recommendations from any organisations on matters concerning sport and to take such action as the Sports Council might deem necessary.
- (vii) To secure mutual help and attempt to avoid overlapping and waste of effort in planning for the further development of sport.

3. Affiliation of Sports Council

Any sporting Club, School or Organisation actively operating to cater for the sporting needs of the district may apply for affiliation to the Sports Council, subject to that Organisation agreeing to abide by any regulations which may be made by the Sports Council as to membership and subject also to the Sports Council retaining the right to reject any application for affiliation if in the opinion of the Sports Council there are reasonable grounds for so doing.

4. Membership of the Sports Council

Membership of the Sports Council shall be as follows: -

- (i) Not more than one voting representative of each Club or Organisation affiliated to the Sports Council may attend.
- (ii) The Sports Council shall also meet three times a year to discuss topics of general interest, determined by the Executive Committee. Affiliated Organisations may submit items for discussions at these meetings subject to the 21 days rule.

- (iii) 12 members of the Local Authority, 2 representatives of the Staffordshire County Council, 2 representatives from the parishes of the Borough of Newcastle-under-Lyme and one representative of the Kidsgrove Town Council.
- (iv) All persons holding office under the Sports Council.

The Sports Council has the power to co-opt to the Council any persons, who in the opinion of the Sports Council have contribution to make.

5. Meetings of the Sports Council

- (i) The Annual General Meeting of the Newcastle-under-Lyme Sports Council shall be held in October in each year, and the business to be transacted shall include: -
 - (a) The appointment of officers of the Sports Council
 - (b) The election of the Executive Committee
 - (c) The review of the list of affiliations followed by such alterations thereto as may be deemed necessary;

together with such other business as may properly be brought before the meeting.

- (ii) The Sports council shall meet at such other times as the Chairman may consider necessary, giving twenty-one days' notice in writing to the Honorary Secretary requesting for a meeting of the Sports Council to be convened for the purpose of discussing the matter or matters referred to in that notice and the Honorary Secretary shall forthwith call such a meeting of Sports Council.
- (iii) The Honorary Secretary shall arrange to give at least 14 clear days' notice in writing of meetings of the Sports Council.
- (iv) One-quarter of the members of the Sports Council shall constitute a quorum.

6. Officers

- (i) The Sports Council shall appoint the following as honorary officers, viz. Chairman, Vice-Chairman, Secretary, Treasurer and Examiner, together with such other officers as the Sports Council may from time to time decide.
- (ii) An officer who represents any sporting organisation shall, on being elected, cease to represent that organisation and the organisation shall be entitled to nominate another representative to take his / hers place.

- (iii) Nominations for the appointment of officers shall be made in writing to the Honorary Secretary 21 clear days before the Annual General Meeting together with that person's acceptance of the nomination.

7. Executive Committee

At their Annual General Meeting each year the Sports Council shall elect an Executive Committee for the year then ensuing. The Executive Committee shall have power to act on behalf of the Sports Council subject to such restrictions as the Sports Council may from time to time impose.

8. Membership of the Executive Committee

The Executive Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and not more than sixteen other members of the Sports Council, four of these twenty members shall be representatives of the Local Authority, one of the members shall be a representative of the Staffordshire County Council. The Local Authorities shall also be invited to appoint one of their physical education advisers, three officials of the Community Services Department, Sport England (West Midlands) and the County Playfield Association to appoint a representative to attend meetings of the Executive Committee with the power to discuss only.

- (i) Persons wishing to participate on the Sports Council Executive Committee should be nominated by their Club or Organisation in writing fourteen days before the meeting and a list of these people should be made available at the meeting along with details of the Organisation, including those for re-election.
- (ii) Only one vote per Club should be allowed.
- (iii) The Chairman should make details of voting procedure for the election of the Executive Committee clear at the start of the meeting.
- (iv) Persons seeking re-election should have their attendance figures for the year made available at the Annual General Meeting.

9. Meeting of Executive Committee

At least fourteen clear days' notice in writing of a meeting of the Executive Committee shall be given by the Honorary Secretary of the Sports Council. Five members shall constitute a quorum of the Executive Committee.

10. Sub-Committee

Both the Sports Council and the Executive Committee shall have the power to appoint sub-committees as required from time to time.

11. Appeal Procedure

Applicants have the right to appeal against a decision made by the Executive Committee. A letter giving their reasons for appeal should be sent to the Clerk and a meeting shall be arranged.

The Appeals Panel shall consist of 8 Members. This shall be made up of 4 Borough Council Members not elected to serve on the Executive Committee and 4 of the Outside Representatives serving on the Executive Committee.

12. Finance

- (i) The financial year of the Sports Council shall run from the 1st April to the 31st March.
- (ii) All affiliated Organisations shall be required to pay such membership fees as decided by the Sports Council on the recommendation of the Executive Committee, such fees to be due and payable before 31st May in the relevant financial year.
- (iii) For the furtherance of the objectives of the Sports Council the Executive Committee may authorise expenditure out of the funds of the Sports Council.
- (iv) The Treasurer shall keep proper books of account and shall advise the report to the Sports Council on all financial matters and shall present to the Annual General Meeting of affiliated Organisations, an audited statement of accounts.

13. Special Powers

The Executive Committee shall be empowered to take such action as may be considered desirable in any circumstances not covered by this constitution. Such action to be reported to the next meeting of the Sports Council for ratification, or if the Chairman of the Sports Council considers it necessary to do so, to a special convened meeting of the Sports Council.

14. Amendments to the Constitution

At least 21 clear days' notice in writing must be given to the Honorary Secretary by any member wishing to propose an amendment to the constitution. A majority of at least two-thirds of the members voting will be required to approve such amendment.