

**ELY ROLLER SKATING CLUB**

**CLUB RULES**

**THE CLUB**

1. That the club be called "Ely Roller Skating Club".
2. Sub-groups specialising in particular roller sports may use an appropriate name and logo to promote their activity, provided all communication and documents make it clear Ely Roller Skating Club has overall control of the said activity.
3. That the object of the club be the promotion and enjoyment of roller skating.
4. That the club be affiliated to:
  - a. The Federation of Artistic Skating (FARS), whose laws shall be preserved in every detail;
  - b. The National Roller Hockey Association of England (NRHA);
  - c. Other associations relating to additional roller sports.

**MEMBERSHIP**

5. Membership shall be open to all irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status and sexual orientation.
6. That the skating membership of the club be confined to amateur skaters, as defined by the national associations.
7. That the annual membership subscriptions shall comprise:
  - a. Junior membership, for members of under 18 years of age;
  - b. Senior membership, for members of 18 years and over;
  - c. Family membership, for up to four members, of which no more than two may be senior members (18 years and over);
  - d. Senior Citizen membership, for members of 65 years and over.
8. That the membership subscription structure and rates be set by the executive committee and notified to current members by the 31<sup>st</sup> August each year. Annual membership subscriptions shall become payable on the 14<sup>th</sup> September and paid by 1<sup>st</sup> October.
9. That the annual membership be by written application to the executive committee, who may exercise the right to refuse membership.
10. Only fully paid up members shall be allowed to take part in any club activity.
11. That any member wishing to resign must do so in writing to the executive committee.

12. The Club will uphold the FARS Child Protection policies as set down and as may be amended from time to time by FARS.
13. All members who have not attained the age of 18 must be registered as a child or young person and a Parental Consent Form held by the Club.
14. No competitive restrictions shall be imposed on any member who wishes to leave the Club.

### **EXECUTIVE COMMITTEE**

15. That the club's management will consist of:

- a. Honorary President(s) and
- b. Executive Committee comprising:
  - i. Chairman
  - ii. Vice Chairman
  - iii. Secretary
  - iv. Treasurer
  - v. Child Protection Officer
  - vi. 4 artistic skater parent members or senior artistic skating members (2 members from each artistic group);
  - vii. 4 roller hockey player parent members or senior roller hockey playing members.
  - viii. 1 senior member representing the Friday Fun Skate sessions

16.

- a. Commencing AGM 2007 the term of office for both Vice Chairman and Treasurer shall be two years.
- b. Commencing AGM 2008 the term of office for both Chairman and Secretary shall be two years;
- c. No officer of the club may serve for more than five years in succession.

17. That a quorum for the executive committee meetings shall be four committee members, including two officers.

18. That in the event of an executive committee vacancy, a senior annual club member may be co-opted by the executive committee and will have the same powers as those members elected at the AGM.

19. That the executive committee shall have the power to co-opt up to one third of their total committee number, as detailed in 15 above.

20. If a committee member is absent for more than three meetings in succession they shall be deemed to have resigned from the committee. If a committee member is unable to attend a committee meeting they may nominate another senior paid up member to attend in their place, but no more than three times a year, the

nominated person having the same voting rights as the person they are representing. The secretary should be informed 48 hours before the meeting.

21. That the executive committee is empowered to organise all aspects of skating and other activities within the club.
22. That the executive committee is empowered to deal with any matter not provided for in these rules.

### **GENERAL MEETINGS**

23. That an AGM is held in October of each year, at which the officers and executive committee members shall be elected for the ensuing year. Please see attached appendix regarding AGM voting procedure.
24. Only those holding a fully paid up senior annual membership may vote at an AGM. The use of proxy votes will not be allowed. Members eligible to vote, but not able to attend a meeting may vote by postal ballot addressed to the club's chairman but which may be sent to the club secretary.
25. That 28 clear day's notice is given to fully paid up senior annual members of an AGM.
26. Those resolutions to be voted on at an AGM are notified to the executive committee 14 days prior to the meeting, along with nominations for those standing for election to the executive committee.
27. That a resolution requires a simple majority of those present and eligible to vote at any general meeting to be adopted (except resolutions relating to the issues covered in rules 32 and 41).
28. That an EGM may be called on a requisition signed by at least six senior members, detailing the issue(s) and resolution(s) to be processed.
29. That seven clear day's notice of an EGM is given to all fully paid up senior members.
30. That junior annual and junior session members may attend and speak at any general meeting.

### **EQUITY STATEMENT**

31. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct and equity policy (as defined in Rule 5).

## **DISCIPLINE**

32. Any member acting in a manner derogatory to the Club shall have his/her conduct dealt with by the Committee, which shall afford the member the opportunity of being heard. The Committee shall have the power to expel the member by a majority of two-thirds of those present and voting. Any such members shall, however, have the right to appeal to a special General Meeting of the Club called for the purpose.

## **DISPUTES**

33. In the event of a dispute arising within the club, the following procedure shall be exhausted prior to seeking external assistance other than from the National Governing Body for the relevant skating discipline.

- a. Any grievance must be notified to the Secretary in writing, with a copy sent to the Chairman. This notification must include full details of the grievance, including time, date, location, persons involved, witnesses etc.
- b. An acknowledgement will be issued by either Secretary or Chairman upon receipt of such notification, and a formal reply sent within seven days. This grievance should be shown to the committee at the next executive committee meeting.
- c. If this does not resolve the matter, then details shall be forwarded to the executive committee and Honorary President(s), and the issue shall be added to the agenda for consideration at the next available full committee meeting.
- d. An Honorary President may request that a date of the next executive committee meeting be brought forward if considered necessary.

## **COACHING**

34. That the Ely Roller Skating Club coaching group has authority over all skaters on the floor and is responsible for implementing the club's coaching policy, as agreed with the executive committee.

35. All trainers/coaches/teachers or consultants (skating or sports active persons) employed either paid or unpaid must hold a FARS CPU approval coaches licence. (Red licence with photo).

36. Club Officials involved in the supervision of children and young people belong to or associated with the Club must also be registered (Green licence with photo).

37. That in the event of a coach leaving the club, any skating member wishing to continue to be trained by that coach may do so, but shall be deemed to have resigned from the club with immediate effect.

38. That no individual who receives a regular income from the club may serve on any club committee.

**FINANCIAL RECORDS**

39.(a) Each section/coaching group within the Club shall manage their own finances; they shall appoint their own Treasurer to administer their bank account(s) and maintain their financial records.

(b) The Club's Treasurer shall administer any other ("central") bank account(s) and maintain financial records relating to all other Club activities (that are not associated with any particular section/coaching group).

(c) Financial records maintained by the individual section/coaching group Treasurers and by the Club's Treasurer shall be made available to the executive committee as/when required and also be made available to the Club's appointed Accountant for preparation of the annual Accounts (refer to rule 40 below).

40.The Executive Committee shall appoint an independent qualified Accountant to prepare the Club's annual Accounts and to act as the Club's agent for taxation purposes. This appointment shall be reviewed by the Executive Committee each year.

**DISSOLUTION OF THE CLUB**

41.A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of the governing body or some other club with similar objectives to those of this club.

**CHANGING THE CLUB RULES**

42.That none of the foregoing Rules be altered except at the Annual General Meeting or at a Special General Meeting convened for that purpose, of which seven clear days notice must be given.

.....  
Chairman

.....  
Dated

.....  
Secretary

27<sup>th</sup> November 2015  
Dated



# Code of Conduct for Children / Young People



Ely Roller Skating Club

Ely Roller Skating Club (ERSC) is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, and family members associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with their coach in the first instance and then with the Chair of the Committee.

Sports clubs should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

As a member of ERSC, you are expected to abide by the following junior code of practice.

## **Children/young people are expected to:**

- Be loyal and give their friends a second chance
- Be friendly and particularly welcoming to new members
- Be supportive and committed to other members, offer comfort when required
- Keep yourself safe
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat or be violent and aggressive
- Make your club a **fun** place to be
- Behave and listen to all instructions from the coach. Play within the rules and respect the officials and their decisions
- Show respect to other members/leaders and show team spirit
- Take care of equipment owned by the club
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying or persistent use of rough and dangerous play
- Keep to agreed timings for training and competitions or inform their coach if they are going to be late
- Wear suitable kit for training and match/competition sessions, as agreed with the coach
- Ensure that you or your parent/carer pay any fees for training or events promptly
- Not smoke on club premises or whilst representing the club at competitions
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club

**Children/Young people have the right to:**

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy their sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club. Parents will be informed at all stages.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.



# Code of Conduct for Parents / Carers



Ely Roller Skating Club

Ely Roller Skating Club (ERSC) is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, and family members associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with their coach in the first instance and then with the Chair of the Committee.

Sports clubs should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

## **As parents/carers you are expected to:**

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with Ely Roller Skating Club.
- Detail any relevant medical concerns or conditions pertaining to their children on the registration/consent form. Any changes in the state of the child's health should be reported to the coach prior to the activity.
- Deliver and collect your child punctually before and after sessions/matches.
- Ensure that you or your child pay any fees for training or events promptly
- Ensure your child has appropriate clothing.
- Ensure that suitable kit is worn for training and match/competition sessions, as agreed with the coach.
- To inform the coach prior to the session starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Behave responsibly on the side-lines; do not embarrass your child.
- Show appreciation and support the coach and club.
- Be respectful to others; do not make derogatory remarks about, or criticise Coaches, other club members or parents/carers in front of skaters and parents, or in public forums e.g. during skating sessions or on social media. Any queries or complaints regarding coaching or how sessions are organised must be made to the Head Coach, not to junior coaches or through members of the committee (other than the Child Protection Officer) unless a formal complaint is to be raised.
- Be realistic and supportive.
- Ensure your child has adequate food and drink.
- Accept competition/match officials' judgment and do not enter ("invade") the rink/field of play.
- Promote their child's participation in playing sport for **fun**.

**As a parent/carer you have the right to:**

- Know your child is safe.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issues such as photography.
- Contribute to decisions within the club.
- Have any concerns you have about any aspect of child welfare, coaching, behaviour of other club members/parents or about any other aspect of the Club listened to/responded to.

Any breaches of this Code of Conduct will be dealt with immediately by an Ely Roller Skating Club official. Persistent concerns or breaches will result in you being asked on to attend sessions/events if your attendance is considered detrimental to the welfare of young participants.

**The ultimate action should a parent/guardian continue to breach the Code of Conduct may be Ely Roller Skating Club officials regrettably asking the child to leave the session, event or club**

# Code of Conduct for Staff / Volunteers

Ely Roller Skating Club (ERSC) coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.



Ely Roller Skating Club

## Staff and volunteers are expected to:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people equally and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
- Report accidents or incidents of alleged abuse or poor practice to the designated person. (*Child Protection Officer.*)
- Administer minor first aid in the presence of others and, where required, refer more serious incidents to the appropriate 'first aider'.
- Not administer first aid involving the removing of the child's clothing unless in the presence of others.
- Have access to a telephone for immediate contact of the emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying a consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spend excessive amounts of time alone with children excluding in exceptional circumstances.
- Never take children to their home.
- Hold appropriate qualifications and insurance cover.
- Make the sport **fun**.

**Staff/volunteers have the right to:**

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent breach of the Code will result in dismissal from the club.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.