

WELLOW RECREATION

The Working Relationship Between Wellow Recreation and its Sub-Groups

Background

Wellow Recreation exists to provide an organisational and financial framework within which different sporting and recreational activities can take place in Wellow.

Wellow Recreation is a Charitable Incorporated Organisation (CIO) - meaning:

- It is not-for-profit, and is a charity, and has to conform to Charity Commission rules
- Its Trustees have limited liability – provided that they put in place and operate systems to ensure “good governance” – e.g. systems that comply with Health and Safety and financial regulations.

The Trustees ensure the good governance of Wellow Recreation – principally a set of rules to work within, a bank account and insurance. The intention is that Wellow Recreation makes it easier for sporting and recreational groups to set themselves up and operate, using the constitutional framework provided by Wellow Recreation.

The objectives of the sub-groups must fall within the objectives of Wellow Recreation, which are :

- To promote for the benefit of the inhabitants of the Parish of Wellow and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

The Trustees have overall management responsibility for facilities and activities. However, the intention is that different sub-groups of people within the village will take responsibility for different elements of sport and recreation. Such a sub-group may cover a specific activity (such as tennis, cricket or boules) or a particular facility (for example it is hoped, in time, the Village Hall).

The aim is that sub-groups can take their activities forward with minimum level of bureaucracy. However, minimum standards of democracy, good practice and legal compliance will be required, that are in line with the rules contained in Wellow Recreation’s constitution. This paper sets out those requirements. As a CIO, Wellow Recreation provides a legal structure that removes personal liability from individuals – provided the framework outlined here is followed.

These rules cover three connected elements:

1. Democracy and openness
2. Responsibility for facilities
3. Finance and fund-raising

1. Democracy and openness

Membership

- a) Sub-groups will decide whether they are to be a subscription membership group (in which case a membership fee will be charged and sub-group decision making will be by those members) or whether membership is automatic to all Wellow Recreation members i.e. all parishioners.
- b) If a subscription membership, then all Wellow Recreation members must be able to subscribe. As described by the Wellow Recreation Constitution, people from outside the parish of Wellow may join sub-groups and participate in that group's decision making – but may not participate in decision making for Wellow Recreation itself.
- c) If a Subscription membership approach is used, members must be provided with some additional benefit for that membership (e.g. cheaper access to activities, social functions etc).
- d) A register or list of subscribing members must be maintained by the sub-group (unless membership is the same as that of Wellow Recreation as a whole).

Governance

Sub-Groups must establish and agree their own written governance and decision-making structure, which must comply with the rules set out in Wellow Recreation's constitution and this paper. (A sample is attached which can be used if wished). The Trustees will support groups in defining their governance and structure to ensure this compliance. Most significantly, the following need to be included in the sub-group's rules:

- a) There will be an AGM, which will be publicised across Wellow at least two weeks in advance. The AGM must be in a publicly open place i.e. if to be held in a private home, that home owner must be willing to admit any Wellow Parishioner
- b) If a subscription based sub-group, the AGM must be open to attendance by all Wellow Recreation members – though those not subscribing to the sub-group in question will not be eligible to vote
- c) The AGM will elect a sub-group committee, who will serve for one year at a time; committee members can stand for re-election for up to 6 years.
- d) The AGM will be minuted and the minutes sent to all members (for subscription membership) or made publicly available (for open membership).
- e) The Sub-group may decide its own Committee structure, but as a minimum it must include; (i) a Chair (ii) treasurer - oversee finances and liaises with the Wellow Recreation Treasurer, (iii) one other person.
- f) If the activities make use of facilities on the sports/playing field area, then one sub-group committee member will be appointed to attend the Wellow Recreation Site Management Group (SMG). The Committee must take steps to ensure it is represented at SMG meetings, sending a deputy wherever possible if the appointed person cannot attend.
- g) For those sub-groups who exceed the threshold for nominating a Wellow Recreation Trustee (threshold to be confirmed), this person will also be

elected at the AGM. This person may or may not be the Chair but must be a member of the sub-group Committee.

General Points

- a) The Sub-group committee must be aware of the Wellow Recreation constitution and other rules and comply with those. In particular, both individually and collectively, sub-group members must comply with all health and safety, child protection and insurance requirements and pro-actively take steps to ensure this is done. Failure to do this risks losing the protection of the CIO framework and thus incurring personal liability.
- b) In the event of any dispute or clack of clarity about how the sub-group governs itself, the constitution or other rules of the CIO will apply
- c) In the event of any sub-group member being dissatisfied with the actions of the sub-group's committee, that person may refer the matter to the Wellow Recreation Trustees – who decision will be final (subject to the Wellow Recreation AGM's sovereignty).

2. Responsibility for Facilities

The prime responsibilities of any sub-group committee will be to:

- a) Take day-to-day responsibility for the operation of facilities the sub-group is concerned with. It is expected that day to day issues will be dealt with by the sub-group – with Trustees being informed and involved where issues have wider implications for the CIO or site as a whole or are too complex or costly for the sub-group to deal with on their own.
- b) Plan, promote and organise activities around those facilities in order to ensure they are well used, for the benefit of Wellow Recreation members. It is expected that, for most sub-groups, there will be a programme of activities throughout the year that involves members.
- c) Manage the delegated finances associated with the sub-group, appropriately and to best effect
- d) Fund raise to ensure the continued operation and viability of the activity in question and contribute to central Wellow Recreation costs associated with that

3. Funding and finance

- a) Each sub-group will produce a simple budget for its activities during the year and agree this with the Wellow Recreation Treasurer/trustees. The budget will need to cover:
 - All direct operating costs of the activity in question
 - A contribution to central Wellow Recreation costs as agreed
 - Any in year developments
 - Contribution to a 'sinking fund' for periodic major maintenance or replacement of the activity's assets as required (if appropriate)
- b) Money relating to the sub-group's activities will be held in the Wellow Recreation bank account. A separate record will be kept of monies held for each sub-group with the money ring-fenced for that particular activity.

(n.b. legally, in the event of a financial demand being made on the CIO that cannot be met from central resources, ring-fenced monies would have to be used, at least in the short term, for such a purpose. However, the clear intention is to avoid such a situation arising).

- c) Day to day expenditure to maintain the operation of the groups activity will be delegated to the sub-group committee, with the capacity to spend money as required provided that is within the budget and available funds.
- d) Any expenditure beyond this must be pre-agreed with the Wellow Recreation Treasurer.
- e) To facilitate this, sub-groups may keep a petty cash facility. At least once a month, excess monies will be delivered to the Treasurer with an annotated account of income and expenditure.
- f) As the sub groups and Wellow Recreation become established, additional financial protocols will be established and applied as required.
- g) The sub-group will set its own membership fee (if a subscription based group), subject to agreement from the Trustees (which will not be unreasonably withheld)
- h) The sub-group will take responsibility for planning and undertaking fund raising activity to help meet their budgetary requirement. Such activities will be co-ordinated with the Trustees to help avoid clashes with fund-raising by other parts of Wellow Recreation.

12th December 2015

Sample Minimum Sub-Group Rules

This framework can either:

- Be adopted by sub-groups, with additions and deletions as marked
- Be added to by sub-groups to meet their particular needs
- Be used as a checklist to inform a more detailed set of rules, but with these elements contained within that.

Rules for the Operation of the Wellow Recreation (*insert name*) Sub-Group

Purpose

1. The sub-group exists and operates for the purpose of (*insert short sentence to describe e.g. promote and organise the playing of netball*) as part of Wellow recreation.
2. Members of the sub-group will be (delete as applicable) (*a*) all members of Wellow Recreation, or (*b*) Wellow Parishioners and others who pay an annual subscription
3. There will be an Annual General Meeting of the sub-group, to be held in a publicly open place, which will be publicised to all those described in point 2 above at least two weeks in advance.
4. The business at the AGM will consist of (i) a review of the year's activities and finances (ii) discussion of future plans (iii) election of a sub-group committee, *Wellow Recreation Trustee (if applicable)* and Wellow Site Management representative (iv) any other business decided by the committee or requested by at least five members.
5. Voting at the AGM will be open to all sub-group members as described in point 2 above.
6. The sub-group Committee shall consist of a Chair, Treasurer, and at least one other person.
7. The Treasurer will, in partnership with the Wellow Recreation Treasurer, ensure the annual budget and Wellow Recreation financial rules are followed
8. The sub-group will comply with all health and safety, child protection, insurance and other legal requirements associated with Wellow Recreation and the use of the relevant facilities.
9. In the event of these rules not addressing any relevant matter, the constitution and other rules of Wellow Recreation will be followed.