

Club Policies

Health & Safety Policy2
Child Protection Policy3
Code of Conduct for Junior Members.....12
The essence of good ethical conduct and practice is summarised below.....12
Code of Conduct for Coaches, Officials and Volunteers.....13
Code of Conduct for Parents & Carers.....14
Constitution.....15
Equity Policy19

Health & Safety Policy

Southern Vipers FBC is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.

To support our Health & Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club/tournament premises and all activities undertaken by the club.
- Create a safe environment by putting health & safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club's health & safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any club activity, or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do, or fail to do.
- Co-operate with the club on health & safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

Child Protection Policy

INTRODUCTION

Southern Vipers FBC throughout this policy will make provision for children and young people and will ensure that:

The welfare of the child is paramount;

All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;

All staff (paid/unpaid) working with Southern Vipers FBC have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

POLICY STATEMENT AND AIMS

The Southern Vipers FBC has a duty of care to safeguard all children involved with Southern Vipers FBC from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Southern Vipers FBC will ensure the safety and protection of all children involved with Southern Vipers FBC through adherence to the Child Protection guidelines adopted by Southern Vipers FBC.

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy aims

The aim of the Southern Vipers FBC Child Protection Policy is to promote good practice:

Providing children and young people with appropriate safety and protection whilst in the care of Southern Vipers FBC;

Allow all staff /volunteers to make informed and confident responses to specific child protection issues.

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-

Southern Vipers Floorball Club

esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Southern Vipers FBC will appoint a senior person as a Child Welfare Officer who will take responsibility for the operation of this Policy Guidance.

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.

Southern Vipers Floorball Club

- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided

The following should be **avoided** except in emergencies:

- If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session
- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking or dropping off a child to an event

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

Southern Vipers Floorball Club

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

INCIDENTS THAT MUST BE REPORTED/RECORDED

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.

USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

There may be occasions where Southern Vipers FBC would wish to video and photograph its members during competition, coaching and training sessions. Photography and film should only be used only if parents and carers have indicated on the membership form that they have given their consent to Southern Vipers FBC.

Performers and their parents/carers should be made aware that this is part of the coaching programme and such films should be stored safely.

'APPROVED' COACHES

The Southern Vipers FBC will endeavour to ensure checks are carried out on volunteers likely to be involved in the coaching of children under the age of 18. Inevitably however, there is a likelihood of individuals unknown to Southern Vipers FBC who offer coaching assistance. Those who have not been 'approved' either by Southern Vipers FBC or by any third party should not be left with any persons under the age of 18 unaccompanied under any circumstances.

RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

The Southern Vipers FBC recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

For staff / coaches likely to be involved in coaching or organising events predominantly involving minors, the instigating team captain/organisers are responsible for identifying those individuals who require checks.

Pre-selection checks must include the following:

- Consent should be obtained from an applicant to enable Southern Vipers FBC to seek information from the Criminal Records Bureau.

Southern Vipers Floorball Club

- Evidence of identity (passport or driving licence with photo).

INTERVIEW AND INDUCTION

All volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations. All volunteers should receive formal or informal induction, during which:

- A check should be made on criminal records and self-disclosures.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and a copy of the Southern Vipers FBC Child Protection Policy given to all volunteers.
- Training needs should also be identified.

TRAINING

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

THE Southern Vipers FBC POLICY GUIDANCE SUGGESTS:

Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.

Relevant personnel to gain national first aid training (where necessary). Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council.

Responding to allegations or suspicions

It is not the responsibility of anyone working for Southern Vipers FBC, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Southern Vipers FBC will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

Southern Vipers Floorball Club

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.
- The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

ACTION IF THERE ARE CONCERNS

1. Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice; the Southern Vipers FBC Child Welfare Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Southern Vipers FBC Child Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant Southern Vipers FBC officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Southern Vipers FBC Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Southern Vipers FBC Child Welfare Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Southern Vipers FBC Child Welfare Officer will also notify other senior Southern Vipers FBC officers and will deal with any media enquiries.

If the Southern Vipers FBC Child Welfare Officer is the subject of the suspicion/allegation, the report must be made to other senior Southern Vipers FBC officers who will refer the allegation to Social Services.

CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Southern Vipers FBC Child Welfare Officer and other senior Southern Vipers FBC officers.
- The parents of the person who is alleged to have been abused
- The person making the allegation.

Southern Vipers Floorball Club

- Social services/police.
- The alleged abuser (and parents if the alleged abuser is a child).
- Seek social services advice on who should approach the alleged abuser.
- Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

INTERNAL ENQUIRIES AND SUSPENSION

The Southern Vipers FBC Child Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Southern Vipers FBC Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Southern Vipers FBC Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01455 883300, E-mail: bacp@bacp.co.uk, Internet: <http://www.bacp.co.uk>.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

ACTION IF BULLYING IS SUSPECTED

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Southern Vipers Floorball Club

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Southern Vipers FBC Child Welfare Officer or the school (wherever the bullying is occurring).
- Action towards the bully(ies):
 - Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
 - Inform the bully's parents.
 - Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
 - Provide support for the victim's coach.
 - Impose sanctions as necessary.
 - Encourage and support the bully(ies) to change behaviour.
 - Hold meetings with the families to report on progress.
 - Inform all organisation members of action taken.
 - Keep a written record of action taken.

3. Concerns outside the immediate sporting environment (e.g. a parent or carer):

Report your concerns to the Southern Vipers FBC Child Welfare Officer, who should contact social services or the police as soon as possible.

See 4. below for the information social services or the police will need.

If the Southern Vipers FBC Child Welfare Officer or other senior Southern Vipers FBC officers are not available, the person being told of or discovering the abuse should contact social services or the police immediately.

Social Services and the Southern Vipers FBC Child Welfare Officer will decide how to involve the parents/carers.

Southern Vipers Floorball Club

Maintain confidentiality on a **need to know** basis only.

See 4 below regarding information needed for social services.

4. Information for social services or the police about suspected abuse:

- To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:
- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

Code of Conduct for Junior Members

It is the policy of Southern Vipers FBC to ensure that all participants, volunteers, coaches and parents promote fair play at all times. Players are encouraged to be 'good sports', to co-operate with and respect their team mates, coaches and officials at all times. The aim is for all players to enjoy the game, improve their skills and have FUN.

The essence of good ethical conduct and practice is summarised below.

All junior members are asked to abide by the following rules at all times:

- Co-operate fully, respecting all requests and decisions made by coaches, helpers, officials and administrators.
- Be on time for training sessions, matches and competitions.
- Players must control their tempers and avoid behaviour which may inconvenience or upset others.
- Treat opponents and team mates with respect at all times (on and off the field).
- Be considerate to others and work as a team.
- Accept success and failure in a noble/ selfless way.
- Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind, or purchase dangerous articles, e.g.. knives whilst representing the club or on the club premises.
- Do not participate in any club activity whilst under the influence of alcohol or drugs. Members shall not promote, give, sell or receive any drugs whilst on the club premises or participating in any club activity.
- Take care of all property belonging to the club or any club member.
- Do not leave sessions without permission of the person in charge.
- Be responsible for caring for your own equipment, clothing and property.
- No jewellery, or unsuitable clothing or footwear should be worn during any practical club sessions.

Code of Conduct for Coaches, Officials and Volunteers

It is the policy of Southern Vipers FBC to ensure that all participants, volunteers, coaches and parents promote fair play at all times. Players are encouraged to be 'good sports', to co-operate with and respect their team mates, coaches and officials at all times. The aim is for all players to enjoy the game, improve their skills and have FUN.

The essence of good ethical conduct and practice is summarised below.

All volunteers are asked to abide by the following rules at all times:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Code of Conduct for Parents & Carers

It is the policy of Southern Vipers FBC to ensure that all participants, volunteers, coaches and parents promote fair play at all times. Players are encouraged to be 'good sports', to co-operate with and respect their team mates, coaches and officials at all times. The aim is for all players to enjoy the game, improve their skills and have FUN.

The essence of good ethical conduct and practice is summarised below.

All parents & carers are asked to abide by the following rules at all times:

- Encourage your child to learn the rules of floorball and play within them.
- Discourage unfair play, petulant behaviour and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Never use threatening or abusive behaviour towards young people, coaches, officials or other parents.

Southern Vipers Floorball Club

Constitution

NAME:

The name of the club will be Southern Vipers FBC.

Southern Vipers FBC will be affiliated to the UK Floorball Federation (UKFF).

AIMS AND OBJECTIVES:

The main purpose of the club is to offer facilities for and to promote participation in the amateur sport of floorball in Farnham and the surrounding area for mainly for adults but also for under 18s. Other aims and objectives of the Club will be:

- To offer coaching and competitive opportunities in floorball.
- To promote floorball within the local community.
- To ensure a duty of care to all members.
- To ensure that all present and future members receive fair and equal treatment.

MEMBERSHIP:

Membership of the club shall be open to anyone interested in the sport on application regardless of age, sex, disability, ethnicity, nationality, sexual orientation, religion, or other belief. However, limitation of membership according to available facilities is allowable on a non-discretionary basis, members should normally be aged 16 or over.

The club may have different classes of membership and subscription on a non-discretionary and fair basis. The club will keep subscription levels that will not pose a significant obstacle to people participating.

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

Membership will consist of officers and members of the Club.

All members will be subject to the Constitution and by joining Southern Vipers FBC will be deemed to accept its regulations and codes of conduct.

Members may be enrolled in one of the following categories:

- Full Member.
- Student Member (In full-time education, not working).
- Social Member.

MEMBERSHIP FEES:

Membership fees will be set annually and agreed by the Management Committee, or determined at the Annual General Meeting.

Southern Vipers Floorball Club

Weekly training fees are payable by all members except for:

- Officers of the Club
- Junior Members or Student Members whose parent or guardian is an Officer of the Club
- Junior Members or Student Members whose parent or guardian is assisting with a particular training session. In this case the Junior Member need not pay a fee for each training session where their parent acts as a temporary assistant
- Social members.

Fees will be paid annually and these will be used to cover the cost of membership of the national governing body for each player. The annual period runs from September to August each year.

OFFICERS OF SOUTHERN VIPERS FBC VIPERS FBC:

The officers of Southern Vipers FBC will be:

- Chairperson
- Welfare Officer
- Secretary
- Treasurer
- Marketing & Communications Officer
- Website Development Officer
- Development Officer
- Head Coach
- Assistant Coach
- Fundraising Manager

Any other relevant position

Officers will be elected annually, at the Annual General Meeting or they can be elected between AGMs provided that over 80% of the members are notified in writing of the application and are given 28 calendar days to contact the club to accept or object to the application. If more club members accept and application than object to it then the new officer can be appointed unless another officer has received more votes.

All officers will retire each year, but will be eligible for re-election.

COMMITTEE:

Southern Vipers FBC will be managed by the Management Committee consisting of: Chairperson, Welfare Officer, Secretary, Treasurer, Marketing & Communications Officer, and Development Officer.

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of Southern Vipers FBC and held no less than four times per year and might be held at the team's normal training sessions.

The quorum required for business to be agreed at Management Committee meetings will be four members.

Southern Vipers Floorball Club

The Management Committee will be responsible for adopting new policy, codes of conduct and rules which affect the organisation of Southern Vipers FBC.

The Management Committee may create sub-committees as necessary, and appoint advisers in order to fulfil its business.

The Management Committee will be responsible for disciplinary matters concerning members who infringe Southern Vipers FBC's rules, regulations, or constitution. The Management Committee will be responsible for deciding any disciplinary action following such hearings.

FINANCES:

The club intends to be non-profit making. No surpluses of assets will be distributed to members or third parties.

Funds will be used for utilities, equipment and fees for the sole use of Southern Vipers FBC.

All monies will be banked in an account held in the name of Southern Vipers FBC.

The Treasurer will be responsible for the finances of the club.

The financial year of the club will end on or around: 31st March.

An audited statement of annual accounts will normally be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds must hold the signatures of the Treasurer.

ANNUAL GENERAL MEETINGS:

Notice of the Annual General Meeting (AGM) will be given by the Secretary. Not less than twenty one clear days' notice is to be given to all members.

The AGM will receive a report from officers and a statement of the audited accounts.

Nominations for officers will be sent to the Secretary prior to the AGM.

Election of officers is to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for the AGM will be normally be 25% of club members or parents of club members **and** two officers of Southern Vipers FBC which must include at least one from the Chairperson, Secretary and Treasurer.

The Management Committee has the right to call an Extraordinary General Meetings (EGM). Procedures for EGMs will be the same as for the AGM.

Southern Vipers Floorball Club

DISCIPLINE AND APPEALS:

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within fourteen days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee must consider the appeal within thirty days of the Secretary receiving the appeal.

DISSOLUTION:

A resolution to dissolve Southern Vipers FBC can only be passed at an AGM or EGM after a majority vote of the membership.

Upon dissolution of the club any remaining assets shall be given or transferred to another CASC, a registered charity or floorball's national governing body (currently the UKFF) for use by them in related community sports.

AMENDMENTS TO THE CONSTITUTION:

The Constitution will only be changed after a majority vote at an AGM or EGM except for the creation of new roles.

DECLARATION:

Southern Vipers FBC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Equity Policy

Southern Vipers FBC is strongly committed to equal opportunities for all sectors of the community. It is the policy of the Southern Vipers FBC to ensure that all participants, volunteers, coaches or parents receive equal treatment regardless of age, gender, marital status, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.

Southern Vipers FBC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- Southern Vipers FBC respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Southern Vipers FBC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Southern Vipers FBC members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Southern Vipers FBC will deal with any incidence of discriminatory behaviour seriously, according to the Southern Vipers FBC's disciplinary procedures.