



# WR&FC Committees -Terms of Reference

## **1. Introduction**

Wimbledon Racquets and Fitness Club Ltd is governed by a board of directors who are elected by the members and whose responsibilities and powers are established in our articles of association and by English company law. The object of the club, as specified in our articles of association, is *“to provide facilities for and the promotion of ... fitness and in particular in the racquet sports of badminton and squash”*.

The club employs a full-time staff run by the General Manager, who reports to the board and is responsible for the operation of the business and for ensuring that financial and other targets are achieved. It also employs Heads of Sport for badminton and squash who form part of the club’s management team.

The club has two elected committees to represent the main sports of badminton and squash. These terms of reference define how these committees are expected to operate, the responsibilities delegated to them by the board and how they are expected to interact with the board, with their respective head of sport and with management.

Other committees could be established in future to represent other activities in the club, and it is intended that this document would also provide the framework for any such new committee.

## **2. Committee membership**

1. Each committee consists of up to eight volunteer members who represent the interests of the badminton and squash members at the club.
2. Committee members are elected/re-elected annually at the club’s Annual General Meeting (AGM):
  - a. To be eligible to stand for election an individual must at any time have been a member of the club for a continuous period of not less than one year.
  - b. Any members wishing to stand for election to a committee should notify the General Manager no less than 72 hours prior to the AGM.
  - c. If there are more than eight candidates, then a vote is held at the AGM, organised by the management team, and the eight candidates gaining the most votes are elected to serve for the following twelve months.

3. During the year additional members may be co-opted to serve on the committee during the year should vacancies arise. Such co-opted members will stand for election alongside other members at the next AGM.
4. In exceptional circumstances, such as disruptive behaviour, other members of the committee may feel it necessary to ask an existing member to stand down from the committee. In such circumstances the following procedure must be followed:
  - a. A majority of the members of the committee must agree that the procedure should be invoked, such decision to be formally documented.
  - b. The reasons for asking the member to stand down must be clearly explained in writing to that member.
  - c. If the member in question does not wish to stand down, he/she has the right to speak at a committee meeting to address whatever concerns have been raised, such address to take place at the earliest possible opportunity.
  - d. Following that address a formal vote of all the other committee members should be taken. A two thirds majority in favour is required for a member to be removed.
  - e. The member being removed has the right to appeal. The board will nominate a panel to hear the appeal. Grounds for appeal are limited to the above process not being carried out properly.

### **3. Committee meetings**

1. Committee meetings generally take place each month but may be held more or less frequently as the committee sees fit.
2. To be quorate a meeting must be attended by at least 50% of the members currently serving on the committee. For example, if the committee has seven members, then at least four members must be present to constitute a quorum.
3. At the first meeting after an AGM the committee will elect a chair, who will normally serve for the following year. In the event of a chair standing down a new chair shall be elected.
4. If a matter is voted upon and there is a tie, the chair of the committee has the casting vote.
5. Meetings are generally also attended by the Head of Sport and by a member of the club's management team, both in a non-voting capacity.
6. The committee may also invite a member of the board to attend a meeting or meetings in a non-voting capacity.
7. If responsibility for teams or tournaments is delegated to a person who is not a member of the committee, that person should be invited to attend in a non-voting capacity whenever there is anything relevant on the agenda.
8. Minutes of meetings should be taken, and a record made available on the website/notice board for members to see (within seven days of the next meeting when minutes have been approved).

#### **4. Committee responsibilities**

The objective of each committee is to provide direction and support to the Head of Sport and the management team in organising and managing the sport within the club and to take decisions which affect those that play the sport. While there is an expectation that committee members will dedicate some of their valuable time and expertise to committee activities, it is recognised that the bulk of any work required will be carried out either by the head of sport or by members of staff.

The principal responsibilities of the committee are, in conjunction with the head of sport, to manage the following:

1. **Adult Sessions.** Establish the weekly and seasonal cycle of sessions, decide whether non-members should be allowed to attend and recommend pricing for attendance. Where there are session reps, ensure that the procedures for electing these are fair, clear and published.
2. **Matches.** Ensure that responsibilities for organising matches against other clubs and captaining individual teams are clear and propose match fees that should apply.
3. **Tournaments and events.** Establish the annual calendar of these events, agree those dates with club management, propose pricing for attendance and ensure that when running they are adequately resourced, using member volunteers as far as possible.
4. **Junior sessions and elite academies.** Assist the head of sport in designing the junior programme, propose pricing and ensure that there is a clear pathway for progression from beginner to elite athlete.
5. **Affiliation fees.** Support the club management team in negotiation with Surrey and national bodies re the level of such fees and to whom they should apply and propose how such fees should be recovered.
6. **Communication with members.** Ensure there is a good flow of information to members regarding the sport, both formal and informal, and act as a forum to which members can raise any concerns or suggestions that they may have regarding the sport.
7. **Sponsorship.** Consider whether there are opportunities for sponsorship or fund raising either for specific activities or for the club as a whole.

#### **5. Delegation of financial authority**

The committee should take the lead in proposing pricing for sessions, tournaments and matches. Such proposals should be submitted to the board for final approval, which ordinarily is expected to be given without delay or amendment. Under UK law directors have legal responsibility for ensuring the proper management of the club's finances, which is why such final approval is required.

Adult activities (sessions, tournaments, leagues, teams and affiliation fees) are expected to roughly break-even across the aggregate of these over the 12-month period ending 30<sup>th</sup> September each year after all costs, such as court fees, shuttles and coaching costs have been allocated. Junior sessions and the academies generally make a profit each year.

An overall financial target will be agreed with each committee for the year covering both adult and junior activities. Within this target the committee may decide to accept some loss-making activities while expecting to make up the difference elsewhere.

To provide the basis for decision making club management will provide monthly reports to committees on revenues and costs for activities for which that committee is responsible.

## **6. Other matters**

The chair of each committee may request that a particular item be placed on the agenda for an upcoming board meeting, and they (or his/her delegate) have the right to attend when that matter is discussed.