

Baslow Sports Field



RULES OF DAY TO DAY OPERATION

NAME

The name of the Charitable Incorporated Organisation is **Baslow Sports Field CIO ("BSFCIO")**

OBJECTS

The objects of BSFCIO are:

- (a) To provide and maintain the recreation ground and sports facilities which offer local people the opportunity to improve their physical and psychological wellbeing.
- (b) Any other charitable purposes for the benefit of the inhabitants.

The principal site and buildings shall be held upon trust for use for the said objects. The expression "local" shall mean Baslow and the area within ten miles there from.

ACCESSIBILITY & SAFEGUARDING

BSFCIO's policy is that all facilities are accessible to everyone in the area of benefit, irrespective of age, gender, ethnicity, disability, sexual orientation, socio-economic background, religion or beliefs or political persuasion.

BSFCIO acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice according to the Child Protection in Sport Unit requirements (please refer to the BSFCIO Child Safeguarding and Child Protection Policy).

Clubs/Groups using any of BSFCIO's facilities are required to endorse these policies.

RULES OF DAY TO DAY OPERATION

A. MEMBERSHIP

1. Membership of BSFCIO is open to anyone who is an individual who lives within a 10 mile radius of Baslow Sports Field, the area of benefit, and is either:
 - (a) an individual who is a paid up member of an affiliated club or group which has a formal constitution, whose home base is at Baslow Sports Field and has paid an affiliation fee on behalf of it's members to BSFCIO, or

- (b) an individual who is not a paid up member of such an affiliated club or group but who pays a direct membership fee (£5.00) to BSFCIO,
 - (c) and is interested in furthering its purposes, and who, by applying for membership of either the affiliated club or group, has indicated his or her agreement to become a member of BSFCIO, and acceptance of the duty of members set out in the BSFCIO constitution.
2. A representative of each affiliated club must provide the BSFCIO Secretary with required membership information on request at least once a year prior to the BSFCIO Annual General Meeting.

B. CLUB/GROUP HIRE OF THE FACILITIES

1. Each Club/Group shall be responsible to BSFCIO for the conduct of its own members in the proper use of the facilities and will be responsible for rectifying any damage caused by their members.
2. ALL usage of the MUGA, Cavendish Pavilion and football pitch(es) must be pre-booked with the BSFCIO Bookings Secretary. Usage of the tennis and bowls facilities are by arrangement with Baslow Tennis Club and Baslow Bowls Club respectively.
3. Clubs/Groups may not arrange the use of any facility by an outside body other than with the agreement of the Trustees through the BSFCIO Bookings Secretary.
4. Clubs/Groups should give as much advance notice as possible of fixtures, club sessions etc. so that clashes with other users may be avoided - until a booking is confirmed the facility is not booked. Amendments to bookings should be similarly advised and confirmed.
5. From time to time it may be necessary to restrict usage of a facility to enable maintenance etc. to be carried out. Contractors need time to carry out their work which may interfere with use of the facilities.
6. Baslow Cricket Club shall be allowed priority use of the field and the Cavendish Pavilion for its fixtures from the last Saturday in April to the second Saturday in September inclusive, with Football Groups having similar priority for the remainder of the year. Any variation in this rule shall be agreed with the Executive Group* after negotiation with the parties involved.
7. Baslow Tennis Club shall have exclusive use of the two hard-courts and have priority use of the MUGA for its league fixtures and club competitions, subject to a maximum priority usage agreed by the Trustees at the commencement of each tennis season. Baslow Tennis Club must give at least two weeks advance notice of fixtures to the BSFCIO Bookings Secretary. The MUGA will also be available via the BSFCIO Bookings Secretary for club sessions where these do not conflict with existing bookings.

8. No one may use the MUGA to play tennis unless they are members of Baslow Tennis Club or their accompanied guests, except for use by others in accordance with paragraph 3 above.
9. Baslow Bowls Club shall have exclusive use of the bowling green and the greenside pavilion except for use by others in accordance with paragraph 3 above.
10. The Cavendish Pavilion, the sports field and MUGA are available for hire for approved activities.
11. Groups may make block bookings of the MUGA for approved sporting activities for specified times and periods, subject to the availability of the court.
12. The BSFCIO Bookings Secretary shall maintain a bookings diary on the BSFCIO website and will post a list of the current month's hire on the notice board at the Cavendish Pavilion.
13. A Licenced Bar is provided in the Cavendish Pavilion for the convenience of users of its facilities subject to specific day to day rules set out by the Trustees. The Licence may be held by a qualifying third party subject to agreement by the Trustees, who will also determine the fee/percentage income to be paid to BSFCIO in consultation with the current licensee.
14. No alcohol other than that sold by BSFCIO shall be consumed on BSFCIO's property without the prior agreement of the Executive Group.
15. Car parking is not permitted on the entrance road or verges as BSFCIO only has a right of way for access to the sports field.
16. In the event of any dispute arising regarding usage or hire of the facilities which cannot be resolved by the Executive Group*, then the matter will be referred to the Trustees whose decision will be final.

C. PROVISION AND MAINTENANCE OF FACILITIES

1. Subject to the terms of its lease, ownership of all the facilities is vested in BSFCIO which has overall responsibility for its repair, maintenance and replacement as well as the provision of new or additional facilities.
2. The ground contractor may not accept any instructions from anyone other than a member of the Executive Group* or their delegated representative.
3. BSFCIO will seek to maintain and improve all facilities to the best affordable standard and may employ outside contractors to achieve these objectives. Where appropriate, it will consult with the user clubs regarding the specification for any work to be carried out, but the final decision rests with the Trustees.
4. Faults, requirements, complaints etc. should be reported to the Executive Group* who will take appropriate action but who will refer major items to the Trustees for their consideration.
5. No club, group or individual may alter, add to or remove BSFCIO property without the prior permission of the Executive Group*.

6. Limited storage capacity is available for clubs/groups to store loose equipment. BSFCIO does not accept any liability for any theft, loss or damage to stored equipment.
7. Football fixtures will be played unless cancelled due to adverse weather conditions or by order of the Executive Group* (e.g. a dispute between clubs, maintenance etc.). Any decision to cancel a game due to ground conditions will be taken by the Football Co-ordinator in consultation with the groundsman. The match referee will make the final decision where the fixture has not already been cancelled by the Trust's representatives.
8. No club, group or individual may approach The Trustees of the Chatsworth Settlement; The Peak Park Planning Board; the various grant making bodies or any other body regarding any matter pertaining to the facilities at the sports field. Such approaches may only be made on behalf of the Trustees by the BSFCIO Chairman.

D. FINANCE

1. All BSFCIO accounts will be maintained with Caf Bank Ltd, Kings Hill, West Mailing, Kent.
2. Current account withdrawals shall be signed by any two authorised signatories.
3. Restricted Fund withdrawals shall be signed by the delegated authorised signatories for the relevant fund.
4. The BSFCIO Treasurer will keep proper books of account and will present to each meeting of the Trustees an up to date statement of the financial position. He will also prepare the Annual Report and Accounts as at the 31 March based on the Charity Commission's recommended format.
5. A separate journal will be maintained for bar transactions and management accounts will be prepared quarterly so that profitability may be monitored.
6. The Trustees will appoint an Hon. Auditor each year and will agree his/her remuneration, if any.
7. The Executive Group* shall have authority to authorise normal day to day expenditure but all capital expenditure in excess of £1,000 should have the prior approval of the Trustees and no contracts, applications for grants or loans in excess of this figure may be entered into without similar prior approval.
8. No later than March in each year, the BSFCIO Treasurer will submit a budget for the coming financial year to the Trustees for their approval, if possible, at least one week in advance of the meeting where approval of the budget will be sought. Unless there are exceptional items then the budget should aim to break even or to show a modest surplus.
 - (a) This budget will include a quotation from the contractor for the maintenance of the facilities and will set the hire charges and BSFCIO membership fees to the principal user clubs and to other users. It will also set the payments to be levied for the Restricted Sinking Funds for the repair/replacement of various facilities.

- (b) BSFCIO income will be applied firstly towards general overheads including the repair and maintenance of the pavilions and other facilities and, in setting charges to the principal user clubs, the Trustees will take into account the costs of maintaining specific facilities as well as the contribution of user clubs' members to its income other than from hire charges.
- (c) Should essential unbudgeted expenditure occur, then it will be charged to the appropriate user Club with their prior agreement at cost or if such expenditure is for the benefit of all users then the Trustees may impose a levy if insufficient funds are available.

*The Executive Group consists of the 3 elected Trustees; Chairman, Treasurer and Secretary.