

SPORT STEVENAGE UPDATED CONSTITUTION

Some background notes to outline the reasons for changes

We will be going through all the changes in detail, if asked to do so, at the AGM. Here are some notes from the Sport Stevenage Management Group to help explain why we think the changes are needed.

First off, we simply restate our reason for being: to promote sport in all its forms for all groups in the community. Simple.

How best to do this? We have spent a year, taking a “time out”, to take stock and to listen to sports groups and stakeholders, and especially to those people who couldn’t or wouldn’t come to Sport Stevenage meetings.

As a result, we are looking to step up a gear: to promote sport and physical wellbeing in practical and cost-effective ways, in all forms and for all groups in the community. We need a more up to date set-up that works responsively and promptly to support local clubs and groups, and to help make good connections between groups and also with Sport Stevenage partners like HCC, SBC, SLL, HSP, Sport England and public health related bodies and others. We therefore see the executive / management role in Sport Stevenage as about action and practical support, not just a “talking shop” for a minority of sporting activities.

We also recognise the impacts of reduced funding from long established sources, including Stevenage Borough Council and Herts County Council, and are keen to explore and develop alternative opportunities to attract funding. We wish to be a bit more “business-like” about this.

Above all, we recognise that volunteers (including us) do not grow on trees! We accept that volunteering and volunteers need as much support as possible, and note that attracting people into certain positions is becoming more and more challenging. We also agree with Grahame Bowles: that, in its own way, local sport provides more volunteers than any other community activity: all those coaches, managers, and committed parents and supporters, week in, week out. You may not see them, they may not see themselves as volunteers, but they are!

Simon Speller, Chair Sport Stevenage 2013/14

SPORT STEVENAGE

PROPOSED REVISED CONSTITUTION

1] NAME

The organisation shall be known as “SPORT STEVENAGE” and brings into partnership all people and organisations having links with sport or who seek to use sport to achieve their aims and objectives.

In defining sport, Sport Stevenage has adopted the definition set out in the European Sports Charter 1993:

“Sport means all forms of physical activity which, through casual or organised participation, aim at expressing or improving physical fitness or mental well-being, forming social relationships or obtaining results in competition at all levels”

“Stevenage” refers to the Borough of Stevenage as defined by its local government boundaries, and to those people who live or work there, and to the immediately adjoining neighbourhoods and villages that relate closely to Stevenage for sporting purposes (including: Great Ashby, Graveley, Weston, Walkern, Benington, Aston End, Aston, Datchworth, Knebworth, Old Knebworth, Todds Green).

2] PURPOSE

- 2.1 Sport Stevenage will work to promote and develop sporting and active recreational pursuits in the Borough of Stevenage for the benefit of all communities and on behalf of all member organisations.
- 2.2 It will aim to enhance and improve sports development and sports people at every level.
- 2.3 It will add value to activities already taking place and assist volunteers to be more effective.
- 2.4 It will be an advocate for sporting excellence and increased participation demonstrating sport’s contribution to health, community cohesion, community development, the local economy and educational achievement.
- 2.5 Sport Stevenage will be an inclusive, broad-based outward-looking action-orientated umbrella group representing the interests of all levels of sport and active recreation in the Borough.
- 2.6 Sport Stevenage wishes to ensure that it operates within an equitable context and that positive action is taken to achieve this aim.

3] OBJECTIVES

These objectives are looked at in more detail in the Sport Stevenage Action Plan Document under headings: Advocacy and Leadership, Communication and Knowledge, Innovation and Delivery, Education and Training.

Our objectives are:

- 3.1 To raise the profile of sport and be the leading 'voice of sport' in Stevenage
- 3.2 To draw together all local delivery agents from a wide range of sporting and relevant organisations
- 3.3 To identify local needs and potential interventions developing a locally shared vision with buy-in from key partners
- 3.4 Secure resources from a broad range of organisations including drawing down funding from external sources to deliver our objectives
- 3.5 Build capacity, increase participation in sport and active recreation, widen opportunity, encourage lifelong physical activity and support the development of excellence for all
- 3.6 To facilitate effective communication in the development and provision of sport
- 3.7 To be an advocate for sport and physical activity and to advise on all matters of sports policy in meeting the needs of people both in delivery and future facility provision particularly the improvement and development of existing indoor and outdoor sites
- 3.8 Respond to the needs of participants and Clubs by promoting and facilitating education, training and coaching initiatives
- 3.9 To provide a forum for local sports people and supporting agencies and reflect their views and opinions, which will guide, inform and build upon the relationship Sport Stevenage has with SBC, Sport England, Eastern Region Sports Board and Hertfordshire Sports Partnership and other appropriate authorities and organisations
- 3.10 To emphasise and provide local evidence of the unique contribution sport and active recreation can play in wider initiatives such as health, education, regeneration and community cohesion
- 3.11 To respond to the needs of Stevenage sports people and clubs through the promotion of awards to high potential participants and support for coaches and administrators seeking to further enhance their training and qualifications
- 3.12 To support the emergence of new sporting activities especially where none exists in a specific sport and also to assist clubs having particular difficulties
- 3.13 Sport Stevenage will strive to ensure that sporting opportunities are available to all irrespective of gender, ethnic origins, age, socio-economic status or disability. Sports equity will be a fundamental and integral part of all its work.

3.14 To promote safeguarding of Children and Vulnerable Adults

3.15 To promote equitable access to sport for all.

4] MEMBERSHIP

All sporting and recreational organisations and those who have links with sport and who seek to use formal and informal sporting and recreational activities operating within the Borough of Stevenage are considered to be members of Sport Stevenage. These include the following:

- Sports clubs and community groups promoting physically active recreation
- children's play related bodies
- Any other community partners who can support / join us to deliver our objectives.

(The voting rights of Sport Stevenage members are set out in Section 10) below)

5) PARTNERSHIPS

All public, voluntary and not for profit organisations in Stevenage or within Hertfordshire with whom Sport Stevenage can expect to work in partnership to achieve our objectives, including:

- Stevenage Borough Council and related bodies concerned with sporting facilities, activities, and health and wellbeing
- Hertfordshire Sports Partnership
- Hertfordshire County Council and related bodies concerned with sporting facilities, activities, and health and wellbeing
- Stevenage Leisure Limited
- Stevenage Sporting Futures (Sport in Schools)
- Schools in Stevenage
- Community organisations in Stevenage

6] OFFICERS

The Officers shall be:

AMBASSADORS AND DISTINGUISHED REPRESENTATIVES

- President - who shall be the Mayor of Stevenage
- Vice-President - who shall be elected by a meeting and shall serve for as long as they indicate agreement to do so. Vice-Presidents shall normally be granted to those who Sport Stevenage wishes to honour
- Sports Ambassadors - High profile elite sports people who wish to support Sport Stevenage.

MANAGEMENT GROUP

- Chairperson
- Vice- Chairpersons (two)
- Hon. Secretary
- Hon. Treasurer
- Development Manager
- Website Manager (where different from Hon. Secretary)
- Others, as agreed by the Chair and the Management Group, from time to time, to serve on a time or task limited basis on specific programmes and projects during the year

The Chairperson, Vice-Chairs, Hon. Secretary and Hon. Treasurer shall be elected at the AGM.

The Management Group will appoint the Development Manager and Website Manager for the year

7] MEETINGS

- 7.1 An Annual General Meeting (AGM) will be held in each year in the period from September to December, at which a full report from the Management Group shall be submitted.
- 7.2 At least two General Meetings will be held during the year, to focus on current issues of concern for sport development. One of these meetings will also be the AGM.
- 7.3 An Extra-Ordinary General Meeting (EGM) can be called if not less than 10 members of Sport Stevenage give notice in writing to the Secretary that such a meeting is requested. The Secretary shall call such a meeting within 6 weeks of being given notice.
- 7.4 The meeting schedule of Sport Stevenage and its Management Group shall be approximately bi-monthly, with a minimum of at least 6 meetings in each year. The meetings schedule will be made available to all members and stakeholders via the website.
- 7.5 Four Members shall constitute a quorum for a meeting of the Management Group.

8] FINANCE

- 8.1 Sport Stevenage's financial year shall run from the 1st April to the 31st March in the following year.
- 8.2 For the furtherance of the objectives of Sport Stevenage the Management Group may authorise expenditure out of the Sport Stevenage funds.
- 8.3 The Officers shall be empowered to authorise expenditure in the event of any urgent matter, which must be reported to the Management Group at its next meeting.

- 8.4 Sport Stevenage may at its own discretion, make reasonable payment to individuals in membership or co-opted to the organisation where these individuals incur expense in supporting the work of the organisation.
- 8.5 The Hon. Treasurer shall keep proper accounts and shall be responsible for advising and reporting on all financial matters affecting activities. The Treasurer shall present to the AGM a statement of accounts for the preceding financial year.
- 8.6 An auditor who shall be a person familiar with the practice of accountancy shall be appointed annually at the AGM conducting an audit of the accounts at the end of each financial year.
- 8.7 Cheques and any payments by other means shall normally be signed by the Hon Treasurer and any other Officer. Exceptionally any two of the Chair, Vice-Chair, Secretary or Development Manager together may act as signatories.

9] AMENDMENTS TO THE CONSTITUTION

Alterations to the Constitution can be passed by a simple majority of the voting Members present at a General Meeting, provided that notice of the meeting in writing stating the terms of the resolution to be proposed at that meeting shall have been sent to all voting Members not less than 21 days before the date of the meeting.

10] VOTING

Each Stevenage Sports Club and those other organisations that have involvement with sport within the borough as referred to in section 4 Membership above, are considered to be members of Sport Stevenage. Each Member representative present at any meeting shall be entitled to one vote. Substitutes shall be allowed. A declaration of interest shall be made where there is individual involvement in a matter under discussion.

11] WINDING UP

Sport Stevenage shall only be wound-up when at least two-thirds of the voting Members present at an Extraordinary General Meeting called for that purpose have supported the resolution. In the case of such winding-up all assets shall be handed back to the organisation that provided them.