

**MERSEYSIDE FIRE & RESCUE SERVICE**  
**SPORTS AND SOCIAL CLUB**  
**RULES**

*“Merseyside Fire & Rescue Service Sports & Social Club is firmly committed to providing equality of opportunity for both current and potential members. To achieve this; the Club will adhere to the Merseyside Fire & Rescue Service Equal Opportunities and Fairness and Dignity policies. It is the responsibility of every member to treat all persons with Dignity and Respect. The Club will not tolerate contravention of this policy by any member/s and will deal with unacceptable conduct’.”*

As at July 1<sup>st</sup> 2008

**1. NAME**

- 1.1 The name of the Club shall be “Merseyside Fire & Rescue Service Sports and Social Club”.

**2. OBJECTS**

- 2.1 The objectives of the Club shall be to promote the interests of the member’s by:-  
The encouragement and organization of all forms of sport: both indoor, outdoor and athletics.
- 2.2 The promotion of any other activities which, in the opinion of the Central Council of the Club will further the well being of the members.

**3. MEMBERSHIP OF THE CLUB**

- 3.1 Membership of the Club shall be open to all members of the Merseyside Fire & Rescue Service, hereinafter referred to as, “Members”.
- 3.2 Honorary membership shall be open, without payment of subscriptions to retired uniformed and non-uniformed members of Merseyside Fire & Rescue Service Sports and Social Club, hereinafter referred to as, “Honorary Members”.
- 3.3 Associate membership of the Club shall be open to Partners and children of members, who would be known as, “Associate Members”. Associate Membership would allow the use of sporting sections, in a none representative role only.
- 3.4 The Secretary shall maintain a register of members, honorary members and associate members of the Club.

**4. OFFICIALS OF THE CLUB**

- 4.1 A Principle Officer shall be invited to accept the Presidency of the Club and invitations to become Vice President shall be issued only on the instructions of the members in general meeting. However, the President may nominate a temporary deputy to act for him in his absence.
- 4.2 The members in general meeting shall elect the Chair, Secretary, Treasurer, Vice Chair, Equipment Officer and Lottery Secretary. These Officers shall be ex-officio.
- 4.3 The Officers at 4.2 shall be appointed annually, by the members in general meeting,
- 4.4 The Central Council shall approve the appointments to the posts of Secretary and Treasurer of the Club.
- 4.5 Active Council Members who retire from the Service may seek election at the next Annual General Meeting to any position.

**5. REPRESENTATION AND THE CENTRAL COUNCIL OF THE CLUB.**

- 5.1 The management of the Club shall be vested in the Central Council elected at the Annual General Meeting, together with Club Officers, as listed in 4.2.
- 5.2 Station/departments should elect representatives to look after the interests of the Station/departments, those representatives (or nominated deputy) must attend the Annual General Meeting, this will ensure access to “Club Facilities” are assured for the

forthcoming year, failure to comply will result in a Station/department penalty at the discretion of the Central Council.

- 5.3 The Central Council shall be responsible for all matters of policy, effecting the administration; finance and the good name of the Club, subject to any direction passed by resolution at the AGM. It will be available for consultation with, or to receive direction from, the Chief Fire Officer concerning the CO-ordination of events of a representative nature.
- 5.4 Voting at Central Council Meetings shall be one vote per Station/department representative and one vote per elected, section secretary. No other Council Member shall be able to vote. The Chair to have the casting vote. Voting must be no more than 1 vote per person.
- 5.5 Eight members shall constitute a quorum for meetings of the Central Council.

6. **COMMITTEES.**

- 6.1 The Central Council shall delegate certain of their duties to committees appointed by the Council. These committees shall have the power to co-opt any other members as necessary. The decisions of these committees shall be subject to ratification by the Central Council.
- 6.2 Each sectional committee shall be responsible for the general control of the activities involved and will meet as and when required.
- 6.3 The Club Chair or Secretary shall have the power to request a meeting of any committee at any time.
- 6.4 The Club Representatives on the FSSAA North West District Committee shall be the Club Chair, Secretary, Vice –Chair or their nominated deputy.

7. **COMMITTEE APPOINTMENTS**

- 7.1 The Chair, Vice Chair, Secretary, Treasurer, Lottery Secretary, shall be ex-officio members of Committees.
- 7.2 Section Committees shall appoint a Chair, Secretary and Treasurer; although a joint Secretary/Treasurer is acceptable.
- 7.3 Each Committee shall draw up their own rules governing its own sectional activities. These rules must be approved by the Central Council.
- 7.4 Each Committee will be responsible for selecting individuals or teams to represent the Club in that particular activity for which they are responsible.
- 7.5 In the event of death, resignation or transfer of a Committee Member, that committee shall have the power to fill the vacancy for the remainder of the period up to the next Annual General Meeting.

8. **GENERAL MEETINGS**

- 8.1 The Annual General Meeting of the Club is to be on a given date in the last 2 weeks of June annually. The date set is to be not later than the last day of June annually.
- 8.2 8 weeks notice of the date, time and place of the meeting shall be given.
- 8.3 Any member wishing to make any resolution/proposal at the AGM meeting shall give notice in writing to the Secretary, not less than 4 weeks before the date on which the meeting is to take place.
- 8.3(a) Any voting relating to Resolutions and/or Proposals at the AGM will be accepted as Club policy or rejected; subject to a Majority of any vote by those present at the AGM
- 8.4 The President may allow any emergency resolution, i.e., a resolution may arise as a direct result of a matter which could not be reasonably foreseen but which has a direct bearing on a matter for which notice of motion has been received, which the President considers reasonable to be discussed at the Annual General Meeting.
- 8.5 Nominations for all positions as listed in 4.2 must be received by the Secretary 4 weeks before the date of the Annual General Meeting. All nominees must be members of the Club.
- 8.6 The business to be conducted at the Annual General Meeting must include:-
  - 8.6.1 Report of the Secretary
  - 8.6.2 Report of the Treasurer
  - 8.6.3 Election of Officials

- 8.6.4 Appointment of Auditors
- 8.6.5 Any business as stated on the circulated agenda.
- 8.7 The business to be considered at the Annual General Meeting shall be included in an agenda published at least 14 days prior to the meeting. This should be accompanied by a full Statement of Accounts.
- 8.8 A Special General Meeting may be called at the discretion of the Central Council, or within 28 days by the Secretary of the Club on receipt of a request by at least 5 sections/stations.
  - 8.8.1 14 days notice of such meetings should be given and should be accompanied by the agenda for that meeting.

9. **FINANCE.**

- 9.1 The subscription fee shall be as follows and shall be deducted from member's pay and paid into the Club Account at the Bankers.
  - 9.1.1 Uniformed Members - 100% of the agreed sum.
  - 9.1.2 Control and Non-uniformed personnel - 80% of the agreed sum.
  - 9.1.3 Associate members - 40% of the agreed sum.
- 9.2 The subscription fees may be varied at any time by members in the general meeting.
- 9.3 A sum at least equal to the annual account contributed to the funds of the Club by the Fire Authority shall be allocated annually from the member's subscriptions to encourage amateur sports and athletics in the Service and to promote competitions and championships.
  - 9.3.1 Such a sum to be paid into a separate account with the Club's Bankers.
- 9.4 The sum determined by the Rules of the Association shall be paid annually to the Fire Service Sports and Athletics Association to ensure membership of the Association.
- 9.5 The sum determined under the Rules of the Committee, to be paid annually to the District Committee of the Association as an affiliation fee to the District Organization of the Association as in rule 9.4.
- 9.6 A sum of money, determined by the Central Council to be shared among the members using the following formulae:-
  - 9.6.1 Annually on April 1st, 1 point will be given for each uniformed member attached within a district to a department/station. 3 points for every 4 Control Staff or Non uniformed member.
  - 9.6.2 The sum of money allotted in 9.6 will be divided by the total number of points, as in rule 9.6.1, within the Service arriving at an amount of money for each point.
  - 9.6.3 An amount will be allotted to each district according to the point's total for those department/stations and may be used to purchase items of equipment not provided by the Central Council.
  - 9.6.4 At the first Central Council Meeting after April 1st each year, the Equipment Officer will submit the annual estimate for the following year for approval.
- 9.7 Any station/department representative failing to make representation at less than 50% of the Central Council meetings in a 12-month period may have their yearly allocation reduced or, in extreme cases, withheld. Any such action must be approved by the Central Council.
- 9.8 Any section or Individual representing the Fire Service/ Club, that is not represented at the Annual General Meeting and 75% of Central Council meetings in a 12 month period will have their grant allocation refused and not be eligible for travelling expenses.
- 9.9 Any section not providing a detailed balance sheet and section account bank statements for the year and a detailed estimate for the following year at the finance meeting will not receive an allocation, and not be eligible for travelling expenses.

10. **DEATH BENEFIT SCHEME.**

- 10.1 A scheme to be known as the "Death Benefit Scheme" shall be instituted within the Sports and Social Club. This scheme will be open to all suitable applicants on receipt of application forms.

- 10.2 On the death of such a member, a sum decided by members in general meeting will be deducted from the pay of members of the scheme.
- 10.3 A like sum will be collected from honorary members who are members of the scheme.
- 10.4 All moneys shall be paid into a separate account with the Club's Bankers and the sum realized, less any incurred expenses paid promptly to the nominated beneficiary.
- 10.5 The member of the scheme will nominate, in writing, a beneficiary. Ensuring that any changes are notified to the Club Secretary.
- 10.6 A register of members and their beneficiaries shall be kept by the Club Secretary.

**11. LOTTERY**

- 11.1 A lottery to be known as the "Merseyside Fire & Rescue Service Sports and Social Club lottery" will be instituted within the Sports and Social Club.
- 11.2 Membership shall be open to members and honorary members only.
- 11.3 All moneys shall be paid into a separate account with the Club's Bankers and shall be administered by the relevant directions of rule 12.
- 11.4 Lottery Rules shall be defined separately to the Club Rules.

**12. DISPOSAL OF FUNDS**

- 12.1 All payments made by or on behalf of the Central Council or any Section Committee, in furtherance of the objects of the Club, shall be entirely at the discretion of the Central Council and no member or honorary member shall have any claim against the Central Council for anything done or omitted to be done in the reasonable exercise of such discretion.
- 12.2 All moneys belonging to the Club shall be paid to the accounts opened in the name of the Club to be held with the Club Bankers.
- 12.3 The signatories of all cheques for any amount shall be any 2 from: - Secretary, Chair, Vice- Chair and Treasurer, or one named other.
- 12.4 Where the payee of any cheque is a signatory, that cheque shall not be signed by the payee.
- 12.5 All appropriate costs and expenses involved in running the affairs of the Club shall be a charge on Club funds.
- 12.6 The Central Council shall authorize all expenditure. Sectional Committees shall be authorized to spend only such sums as sanctioned by the Central Council.
- 12.7 All sports and Social Section Treasurers shall give a detailed breakdown of all moneys that their section receive from Club funds. These details to be circulated with the Annual General Meeting Agenda.

**13. ACCOUNTS.**

- 13.1 The Club's financial year shall close on 31st March.
- 13.2 The Central Council shall ensure that the Treasurer maintains appropriate records of all transactions, both receipts and payments in which the Club is involved. Such records to be the property of the Club.
- 13.3 The accounts shall be presented to the members annually, after the Income and Expenditure Accounts, any other accounts necessary and a Balance Sheet has been prepared and certified by the Auditors.
- 13.4 The auditors appointed by the members will be reimbursed by the Club.
- 13.5 An inventory of all property and equipment of the Club shall be maintained by the Secretary.

**14. EMERGENCIES.**

- 14.1 The Chair and Secretary of the Club shall deal with emergencies or matters of an urgent nature. For such purposes they may co-opt the Sectional Representatives concerned and submit a report for the Central Council to consider.

**15. ADVANTAGES OF MEMBERSHIP.**

- 15.1 The advantage of the benefit to be derived from membership to the club including participation in sporting events, or in any facility the cost of which has been chargeable partly or wholly by the Club shall apply to any member.
- 15.2 All members will be entitled to participate in and take advantage of functions and events organized and facilities afforded by the British Fire Service Sport and Athletics Association.
16. **ALTERATION TO RULES**
- 16.1 No alteration shall be made to these rules except by a resolution passed by a special majority of those voting at the Annual General Meeting or at a Special General Meeting called for this purpose.
17. **HONORARIA**
- 17.1 The honoraria for Officers shall be increased annually in line with inflation or the fire-fighters pay award, by at least 3%, whichever is the greater. This will be paid retrospectively. The honoraria will be periodically reviewed as required.

## **LOTTERY RULES**

1. **NAME.**
- 1.1 The name of the lottery shall be "Merseyside Fire & Rescue Service Sports and Social Club Lottery". (Hereinafter known as the Lottery).
2. **REGISTERED OFFICE.**
- The registered office of the Lottery shall be the Sports & Social Club Office, Merseyside Fire & Rescue Service HQ, Bridle Road, Bootle, Merseyside L30 4YD.
3. **OBJECTS.**
- The object of the Lottery shall be to provide money to be applied for the purpose of the Merseyside Fire & Rescue Service Sports and Social Club and the Fire Service Benevolent Fund.
4. **MANAGEMENT.**
- 4.1 The management of the Lottery shall be vested in the Central Council of the Sports and Social Club.
- 4.2 The Annual General Meeting of the Club shall appoint an Assistant Secretary who shall be the Lottery Promoter.
5. **MEMBERSHIP.**
- 5.1 Membership of the Lottery shall be confined to members and honorary members of the Merseyside Fire & Rescue Service Sports and Social Club.
- 5.2 Entry to the Lottery shall be on application to the Assistant Secretary.
- 5.3 Existing members wishing to withdraw membership must do so in writing to the Assistant Secretary.
6. **CONTRIBUTORS.**
- 6.1 The subscriptions from each member of the Lottery shall be at the rate of 10p per week for each number. Deductions shall be made by Merseyside Fire & Rescue Service Authority Treasurer from the members weekly, four weekly, monthly salary or pension. Each member to sign an authority to the Treasurer for this to be done.
- 6.2 Members may take up to 10 numbers.
7. **Application of Funds.**
- 7.1 All Monies received by the lottery shall be credited to the lottery account with the club's bankers.
- 7.2 Disposal of funds in the lottery shall be in accordance with rule 12 of the Sports & Social Club rules.

7.3 70% of proceeds shall be applied for the provision of prizes. The remainder less expenses shall be apportioned as follows: - 67% Sports & Social Club, 33% National Benevolent Fund.

8. **Monthly Draw.**

8.1 A monthly draw to identify monthly prize-winners shall be held 2<sup>nd</sup> week of each month.

8.2 Prizes drawn from January to November shall be apportioned as follows: -

1 <sup>st</sup>	17.73%	2 <sup>nd</sup>	14.20%	3 <sup>rd</sup>	11.82%	4 <sup>th</sup>	9.44%
5 <sup>th</sup>	7.10%	6 <sup>th</sup>	5.91%	7 <sup>th</sup>	4.72%	8 <sup>th</sup>	2.95%
9 <sup>th</sup>	2.95%	10 <sup>th</sup>	2.95%	11 <sup>th</sup>	2.95%	12 <sup>th</sup>	1.92%
13 <sup>th</sup>	1.92%	14 <sup>th</sup>	1.92%	15 <sup>th</sup>	1.92%	16 <sup>th</sup>	1.92%
17 <sup>th</sup>	1.92%	18 <sup>th</sup>	1.92%	19 <sup>th</sup>	1.92%	20 <sup>th</sup>	1.92%

8.3 The draw made in December shall be for that month's prize money plus an equivalent amount to the average of the previous 11 months prize draw Monies. December draw apportioned as follows.

1 <sup>st</sup>	13.53%	2 <sup>nd</sup>	11.65%	3 <sup>rd</sup>	10.38%	4 <sup>th</sup>	9.10%
5 <sup>th</sup>	7.81%	6 <sup>th</sup>	6.47%	7 <sup>th</sup>	6.47%	8 <sup>th</sup>	2.57%
9 <sup>th</sup>	2.57%	10 <sup>th</sup>	2.57%	11 <sup>th</sup>	2.57%	12 <sup>th</sup>	2.57%
13 <sup>th</sup>	2.57%	14 <sup>th</sup>	2.57%	15 <sup>th</sup>	2.57%	16 <sup>th</sup>	2.57%
17 <sup>th</sup>	2.57%	18 <sup>th</sup>	0.99%	19 <sup>th</sup>	0.99%	20 <sup>th</sup>	0.99%
21 <sup>st</sup>	0.99%	22 <sup>nd</sup>	0.99%	23 <sup>rd</sup>	0.99%	24 <sup>th</sup>	0.99%
25 <sup>th</sup>	0.99%	26 <sup>th</sup>	0.99%				

9. **ACCOUNTS.**

9.1 Lottery accounts and audits of such accounts shall be governed by Rule 13 of the Sports and Social Club Rules.

10. **DISPUTES.**

10.1 In the event of a situation arising whereby the Lottery cannot function according to the rules of the scheme or it is required to be wound up for any reason, all moneys shall be paid as directed by Rule 7.3.

11. **AMENDMENTS TO RULES.**

No rules shall be made, amended or rescinded without the consent of the majority of the members present at a General Meeting called in accordance with rule 8 of the Sports and Social Club Rules.

1<sup>st</sup> July 2008.