

CA02: Club Affiliation (Membership Category) Rules

Club Affiliation

Great Britain Wheelchair Rugby



CA02: CLUB AFFILIATION (MEMBERSHIP CATEGORY) RULES

CLUB AFFILIATION

These Club Affiliation (Membership Category) Rules ("Rules") are made by the Board of Trustees of Great Britain Wheelchair Rugby Limited (GBWR) under Article 19.1 of GBWR's 21 November 2017 Articles of Association on 12 December 2018.

1. BENEFITS OF AFFILIATION

- 1.1. The Board of Trustees shall from time to time determine the benefits for Clubs of Affiliation to GBWR. These benefits shall include, but not be limited to, the following:
 - 1.1.1. the entitlement to send a representative to attend meetings of the GBWR Domestic Management Group (DMG);
 - 1.1.2. the entitlement to participate in GBWR authorised events;
 - 1.1.3. the entitlement to participate in GBWR authorised club development opportunities;
 - 1.1.4. financial benefits from time to time, such as access to funding initiatives, subsidised courses for coaching and workforce development, discounts on equipment and support with applications for funding;
 - 1.1.5. access to potential loans for acquiring wheelchairs, as and when available;
 - 1.1.6. access to a designated GBWR Regional Development Officer (RDO);
 - 1.1.7. the entitlement for an Affiliated Club's registered members to be considered for inclusion in the GB National Team and Talent Programmes;
 - 1.1.8. access to central services as detailed by GBWR from time to time; and
 - 1.1.9. insurance, as detailed in the annual GBWR note of insurance cover to Individual Members and Affiliated Clubs.

2. AFFILIATED CLUBS

- 2.1. The Affiliated Clubs of Great Britain Wheelchair Rugby Limited (GBWR) shall be the entities which:
 - 2.1.1. meet the governance criteria and general conditions for club affiliation set out by the GBWR Board of Trustees (BOT) from time to time;
 - 2.1.2. have signed an Affiliation Agreement with GBWR; and
 - 2.1.3. are entered into the Register of GBWR Affiliated Clubs.
- 2.2. The process of approval of Affiliated Clubs shall be under the control of the GBWR Governance & Finance Committee (GFC), which shall make relevant recommendations to the Board of Trustees. The GFC shall apply the governance criteria and general conditions set out by the BOT for the initial, and continuing, approval of Club Affiliation.
- 2.3. In order to maintain good standards in the sport, the GFC may undertake a periodic review of a Club's Affiliation status.
- 2.4. The governance criteria and general conditions for Affiliated Clubs are:
 - 2.4.1. that the main purpose of an Affiliated Club is to play Wheelchair Rugby in accordance with the rules of the sport (including rules for any disciplines of the



CA02: Club Affiliation (Membership Category) Rules

Club Affiliation

Great Britain Wheelchair Rugby



- sport) set out by the International Wheelchair Rugby Federation (IWRF) and/or by GBWR. (Where the Affiliated Club is a registered charity, this purpose must be included within one of its charitable objects);
- 2.4.2. an Affiliated Club has a written constitution acceptable to GBWR, which includes a requirement for all Club members also to register as individual Members of GBWR in the relevant membership category;
 - 2.4.3. an Affiliated Club meets, or has an agreed Development Plan (including, as appropriate, working towards the governance requirements of any quality standard to which the Affiliated Club may be committed - e.g. Clubmark/Insport accreditation);
 - 2.4.4. an Affiliated Club:
 - 2.4.4.1. follows the key Policies set out by GBWR (as adapted to the Club's staff / committee structure) in respect of:
 - 2.4.4.1.1. Anti-Doping
 - 2.4.4.1.2. Values
 - 2.4.4.1.3. Safeguarding
 - 2.4.4.2. follows (or adopts suitably equivalent policies to) the key Policies set out by GBWR in respect of:
 - 2.4.4.2.1. Harassment and Anti-Bullying
 - 2.4.4.2.2. Anti-Bribery & Corruption
 - 2.4.4.2.3. Equality
 - 2.4.4.2.4. Health & Safety
 - 2.4.4.2.5. Social Media
 - 2.4.4.2.6. Codes of Conduct (for all participants, volunteers and Board/staff/committee members)
 - 2.4.4.2.7. Data Protection
 - 2.4.4.2.8. Privacy Notice
 - 2.4.4.3. and follows such other key Policies as are set out by GBWR from time to time;
 - 2.4.5. an Affiliated Club meets any legal and/or regulatory requirements placed on it (e.g. if it is a company limited by guarantee; and/or if it is a registered charity);
 - 2.4.6. an Affiliated Club pays any relevant affiliation fee to GBWR that may apply;
 - 2.4.7. an Affiliated Club completes and returns to the GBWR Compliance & Membership Officer each year, an Annual Club Report as part of an annual "health check" Review for GBWR;
 - 2.4.8. any Affiliated Club which is a company limited by guarantee, or other corporate entity, provides a copy of its relevant Annual Report & Financial Statements to the GBWR Compliance & Membership Officer;
 - 2.4.9. any Affiliated Club which is a registered charity provides a copy of its Annual Return for the Charity Commission for England and Wales and/or the Office of the Scottish Charity Regulator to the GBWR Compliance & Membership Officer;
 - 2.4.10. the standard of management of an Affiliated Club is acceptable to GBWR, by reference to such guidelines as the Voluntary Code for Good Governance in Sport published by the Sport & Recreation Alliance, and/or the requirements of Clubmark or Insport; and
 - 2.4.11. such other criteria and conditions as the GBWR Board of Trustees may set out from time to time.
- 2.5. Where an annual "health check" review, or other periodic review, shows that an Affiliated Club is failing, or is otherwise unable, to meet the relevant governance criteria and general conditions, the GFC will recommend to the BOT that the club be put 'on notice' for

CA02: Club Affiliation (Membership Category) Rules

Club Affiliation

Great Britain Wheelchair Rugby



appropriate remedial action. The Club concerned will be required to put forward a timetabled plan for remedial action, acceptable to the GFC.

2.6. An Affiliated Club shall be liable to suspension or termination of its Affiliation, in circumstances where the Governance & Finance Committee make a recommendation to the BOT, if:

2.6.1. an Affiliated Club fails to conform to any reasonable requirement by the Governance & Finance Committee as to its standards of play, or its governance, or its general behaviour;

2.6.2. an Affiliated Club ceases, after due time has been allowed for remedial action, to satisfy the governance criteria and conditions of Affiliation.

2.7. If a Club's initial application for Affiliation is refused, or if an Affiliated Club is notified of the suspension or termination of its Affiliation, the Club has the option to appeal through the relevant GBWR Complaint Process. The Chair (or his/her representative, who will be a GBWR Trustee not on the GFC) will:

2.7.1. review the circumstances of the refusal, suspension or termination and make any further investigations into the matter;

2.7.2. give his/her decision within 28 working days of the Appeal being received;

2.7.3. and will report the decision of the Appeal back to the Club concerned.

2.8. If all internal GBWR processes have been exhausted, then Affiliated Clubs under suspension or notice of termination and Great Britain Wheelchair Rugby Limited agree to submit any further dispute concerning any matter connected with or arising out of these Rules exclusively to binding arbitration to be conducted by an Arbitrator (or Panel) appointed by Sport Resolutions (UK) and pursuant to any rules of conduct of the arbitration laid down by SR (UK) or the appointed Arbitrator. The Parties agree that they will not commence, continue or maintain any legal challenge to any matter falling under these Rules in any court of law or any other dispute resolution procedure. The outcome of the SR (UK) arbitration shall be final and binding.

2.9. An Affiliated Club, which has decided to close down its operations, may surrender its Affiliation by giving the Chief Executive of GBWR written notice of the intention to do so, provided that the Affiliated Club shall remain liable for all resources, monies and equipment due to GBWR.

2.10. An Affiliated Club may apply to GBWR if the club wishes to use copyright material and/or intellectual property owned by GBWR. GBWR will respond in writing and, where such application is approved, GBWR will issue the necessary branding guidelines to be followed by the Affiliated Club.

3. AFFILIATION SUBSCRIPTIONS

3.1. As part of GBWR's annual budget setting process, affiliation subscriptions for Clubs may be set by the Board of Trustees each year, on the recommendation of the Chief Executive.

CA02: Club Affiliation (Membership Category) Rules

Club Affiliation

Great Britain Wheelchair Rugby



4. REGISTER OF AFFILIATED CLUBS

4.1. GBWR shall keep at its registered office a Register of Affiliated Clubs in which the following information shall be entered:

- 4.1.1. the date on which each Club was entered into the Register as an Affiliated Club;
- 4.1.2. the name, address, telephone number and email address of each Club Chair, Club Secretary, Club Welfare Officer, Club Head Coach and Club Treasurer;
- 4.1.3. a statement of any amount paid by each Club to GBWR in affiliation subscriptions (if relevant); and
- 4.1.4. a list of each Affiliated Club's individual members as registered with GBWR (such information being held only for the purposes of the internal administration of the sport).

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