Sarnia Sword Club

CONSTITUTION OF SARNIA SWORD CLUB

1. Name.

The club shall be known as the Sarnia Sword Club, hereinafter referred to as the "Club".

1. Objectives.

The objectives of the Club are:

- To promote fencing in the Bailiwick of Guernsey and to organise events and to carry on activities connected therewith.
- To promote interest in fencing among members and provide the opportunity for members to improve their fencing.
- To provide facilities to meet members' interests in fencing.
- To further the interests of fencing locally.
- To support British Fencing (BF). For this purpose the Club shall be affiliated to BF and its fencing members should be individual members of BF. Non fencing helpers and volunteers are encouraged to become members of British Fencing.

2. Sports Equity,Rules and Policies

We believe that the welfare of children and adults at risk is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in fencing – administrator, club official, coach, parent, friend, children themselves, everyone – can help.

BF Affiliated Clubs and BF Licensed Events must all have a nominated Welfare Official. This is part of our commitment as a National Governing Body to uphold the NSP

The Club and its members have adopted and agree to follow British Fe*CC CPSU safeguarding in sport framework, aligning to standard practice in order to create the safest environment possible to take part in sport*
The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, disability, gender, gender reassignment, race (including ethnicity and nationality), religious belief, sex, sexual orientation, pregnancy, maternity or social/economic status.

The club and it members, helpers and volunteers agreed to follow and abide by British Fencing rules and Policies covering the following:

- Safeguarding Policy (Children and Adults at Risk)
- Whistleblowing in Safeguarding Policy
- Anti-bullying Policy
- Imagery and Photography Policy
- British Fencing Code of Conduct

Where Guernsey legislation may differ from the UK the Cub will follow the relevant local Legislation for example: The Data Protection (Bailiwick of Guernsey) Law, 2017,

3. Membership.

Membership of the Club is open to everyone who is a member of BF. The Club Committee reserves the right to refuse or cancel membership without giving a reason. See also 9a.

Categories of membership:

Full Membership (Adult, Junior or Veteran):

Entitles the member to participate in the regular Club activities on the fencing evenings each week as agreed by the AGM between the dates set for the calendar by the AGM. Any additional activities will be charged for at an appropriate additional charge. Full membership entitles the member to vote at General Meetings subject to the member being 14 years of age or over.

Student/Overseas Membership:

Entitles the member to all the benefits and rights of a Full member. This type of membership is only available to non-Guernsey residents or bona-fide students at an off-island establishment.

Associate Membership/Social Membership:

Entitles non-fencing members to partake in Club activities.

An Associate/Social member has no voting rights.

4. Committee.

The affairs of the Club shall be administered by a Committee consisting of: a Chairman, an Honorary Secretary, an Honorary Treasurer, and up to four other elected members (Therefore **up to** a total of 7 elected members. The Chairman, the Honorary Secretary and the Honorary Treasurer shall each be at least 18 years of age.

All full Committee members will be obliged to be members of the Club.

The Committee shall have power to co-opt anyone to any of its meetings but anyone co-opted on a temporary basis shall not have the power to vote.

The Committee shall serve from the end of any one Annual General Meeting until the end of the next Annual General Meeting, inclusive.

Committee members retiring in mid-term, or otherwise becoming permanently unable to carry out their duties, may be replaced by co-opted members appointed by the remaining members of the Committee, unless an election is called for that purpose. In that case, the procedure in relation to Extraordinary General Meetings (EGM) shall be engaged. (See Section 7).

Members so co-opted to the Committee for the remainder of its term shall have the power to vote.

The number of Committee members able to be co-opted without election at an EGM shall not exceed 2 in any season.

If a Committee member fails to attend two successive meetings without giving a reason acceptable to the Committee, he or she will be informed on notification of the third meeting that if he or she is not present at the third meeting without giving a valid reason, then it will be assumed that he or she no longer wishes to serve on the Committee and a replacement may be co-opted.

The Chairman or Acting Chairman may vote in committee and at General Meetings (GM) and shall have a casting vote in the case of equality of voting.

There shall be a Committee quorum of 4 members.

The Committee shall meet at regular intervals and in any event no fewer than four times in a season.

The Honorary Secretary will give Committee Members at least **7** days notice of any such Committee Meeting, sending a Meeting Agenda, a copy of the previous Meeting's Minutes, and any other relevant discussion papers, in so doing.

The Committee will have ultimate responsibility for any and all matters of discipline, including convening necessary disciplinary hearings of members who infringe the Club rules in this Constitution – See Item 9 Below.

Minutes giving a full record of the Committee's/Club's business will be drawn up, and kept, by the Honorary Secretary. Any such Minutes will be made available to any Club member on request.

The Committee may set up sub-committees or groups if appropriate. The Chairman shall have the right of attendance at all such sub-committee meetings. All notes and minutes of sub-committee meetings shall be made available to the Club Committee.

All sub-committees and their members are constituted only for the period of the main Committee. A new Committee taking office can either re-endorse or set up a new subcommittee, or may choose to disband the sub-committee.

5. Club Officers.

The Club may appoint the following officers who may or may not also be members of the Committee:

- Welfare Officer*
- Musketeer Welfare Protection Officer*
- Musketeers' Secretary*
- Media Officer*
- Armourer*
- Men's Teams Captain
- Ladies' Teams Captain
- League Organisers*

All positions will be appointed where possible at the Annual General Meeting (AGM). Should there be more than one nomination, an election will be held and decided by a majority vote of members at the AGM. Any unfilled posts may be subsequently filled by invitation/co-option by the Committee.
*Note. * Officers indicated need not be full members of the Club*

The Welfare Officer and the Musketeer Welfare Officer must both be 18 years of age or over.

The Welfare Officer and the Musketeer Welfare Officer shall have full access to all agendas, Minutes, and other papers of the Club ad its Committees. Both post-holders will also be entitled to attend any Committee Meeting on request, as necessary.

Both Welfare Officers will not be permanent members of the Club Committee, to preserve their independence but will have unlimited access to Committe meeting and be copied with agendas and minutes.

Job descriptions for all Committee members and Club Officers shall be appended to the Constitution at Appendix 1.

The Committee may increase or decrease the number of Club Officers, and change the job descriptions of the Club officers and Committee members. Any changes to the job description of a Committee member shall subsequently be ratified at a GM.

Each office holder or Committee member must, on relinquishing his/her appointment, promptly hand to his/her successor in office (or to the Chairman) all official documents and records belonging to the Club together with (on request from the Committee) any other Club property in his/her possession and must promptly complete any requirement to transfer authority relating to control of the Club's bank accounts or financial affairs.

All members can hold more than one post.

The Officers and Committee members shall serve for one year, and may stand for re-election or re-appointment.

6. Finance

The Club's Honorary Treasurer will be responsible for the finances of the Club.

All Club monies will be banked in an account, held in the name of the Club.

Authority to draw funds from the Club's accounts shall be effected by authority of two signatures from the President, the Honorary Secretary, or the Honorary Treasurer of the Club, or such person, who need not be an Officer of the club, as shall be appointed by the Committee.

The Committee will be authorized by Club members to spend up to £2,000.00 on capital or irrecoverable significant expenditure at the Club's AGM. Spends above this amount must be authorized by an AGM or EGM, and will be passed by a simple majority of those members eligible to vote.

The Committee is expected to take a sensible view as to whether two or more closely timed single capital spends of less than the amount permitted above should properly be regarded as constituting a combined spend and therefore whether AGM/EGM approval should be sought.

The Treasurer will recommend an increase to this figure, if deemed necessary, in his/her annual report to the AGM.

The Club's Honorary Treasurer will be required to draw up and present a Final Statement of the Club's Accounts, to be presented to the Club's members at every AGM.

The Club's Honorary Treasurer will be required to draw up and present a Statement of Accounts to the Club Committee, at the request of a majority of the Committee.

All surplus income or profits are to be re-invested in the Club. No surpluses or assets are to be distributed to Club members or to third parties.

On dissolution of the Club, any remaining financial assets will be disposed of in accordance to Section 8 – below.

Subscriptions will be set annually by the Club's members at the AGM.

All subscriptions are due at the commencement of the fencing year and are valid from the first to the last day of any one season.

Until fees are paid or an arrangement made with the Treasurer, fencers may not enter leagues. Any person not paid-up by 31st October of each year will be advised that their membership has ceased.

7. Annual General Meeting.

The Club shall hold an AGM at the end of the Club's fencing season; and in any event prior to the start of the new season to conduct, inter alia, the following business:

- To Approve the Minutes of the previous AGM.
- To receive an Annual Report from the Club Chairman.
- To receive an Annual Report, and a Certified Financial Year-End Statement of Account.
- To approve the Club's Annual financial accounts.
- To approve any expenditure of Club funds over £2,000.
- To set the Club's Membership Subscriptions for the coming year.
- To approve a Budget for the Club, for the coming year.
- To Elect Officers to the Committee and to the Club.
- To discuss, and to vote upon, any other relevant business.

The Club's Honorary Secretary shall give all paid-up Club members not less than 13 days notice of such a Meeting by e-mail, unless a member has requested postal notification.

This formal Notice of AGM will include the following documents:

- A Notice of Meeting.
- A Meeting Agenda.
- A copy of the Minutes of the previous AGM.
- A Copy of the Chairman's Annual Report.
- A Final Uncertified Financial Statement of the Club's Accounts.
- A Budget for the Club's Finances for the following year.
- Nominations for the Club Committee and/or Officer positions.

- Details of any proposed changes to the Club's Constitution.

The quorum for any Club AGM will be one-third (1/3) of the prevailing number of paid-up members of the Club.

Matters will be decided upon at the Club's AGM by a simple majority of all those who are present and eligible to vote – see above.

Proxy votes are permissible but proxies must be Full members of the Club, of at least 18 years of age, who possess at the time of the meeting the written consent of the absent member and his/her directions as to how to vote.

In the event of equality of voting, the Chairman will be able to exercise a casting vote.

The Officers and Committee members of the Club will be elected at the Annual General Meeting by a simple majority of those eligible to vote. (See 9a for eligibility to vote)

Nominations must be accompanied by a signed consent of the person nominated to serve if elected.

Nominations can be received from the floor of an AGM or EGM with a verbal consent from the nominee.

8. Extraordinary General Meetings.

An EGM of the Club may be called at the request of the Committee or the written request of at least 25% of the paid-up members of the Club.

The Notice for such a Meeting must contain a formal resolution which clearly states the subject or business to be put before the meeting, and decided upon. Only this resolution, or matters closely connected with it, (in the opinion of the Chairman), may be voted upon.

The Club Honorary Secretary will give all paid-up Club members at least seven days' notice of any such EGM.

The quorum for an EGM shall be one third (1/3) of the prevailing number of paid-up members of the Club.

The Chairman shall be entitled to use a casting vote in the event of equality of voting.

9. Discipline & Appeals.

All concerns, allegations, or reports of poor practice/abuse relating to the welfare of any member of the Club, whether adults, vulnerable adults, or children, will be recorded and responded to swiftly and appropriately, in accordance with the Club's Child Protection policy and procedures.

The Club's Welfare Officer and Musketeers' Welfare Officer will be the lead contacts for all members in the event of any such concerns.

All complaints concerning the behavior of any Club member(s) shall be submitted, in writing, to the Club's Welfare Officer.

The Club Committee will meet to hear any such complaint(s) within 14 days of a complaint being so lodged.

The Club Committee has the power to take appropriate disciplinary action, including termination of Club membership, if any such complaint(s) is upheld.

The Committee's decision on any such matter(s) will be communicated in writing by the Club's Honorary Secretary, to the person(s) who lodged the complaint.

The person(s) who are the subject of such upheld disciplinary action will have the right to appeal to the Club Committee, within 14 days of any disciplinary action being announced.

The Club Committee will meet to consider any such Appeal within 7 days of such an Appeal being received by the Honorary Secretary.

The Honorary Secretary will convey the Committee's decision on any such Appeal to all parties concerned.

Such an Appeal decision will be final and binding on all concerned.

10. Winding up

The Club may only be wound up and dissolved by a by a resolution, passed by the approving votes of two thirds (2/3) of those present and eligible to vote, at an AGM or EGM.

The residual assets of the Club will not be distributed, or otherwise shared, between the members of the Club.

Such assets will be placed in a Trust, appointed by the Club liquidator(s), to be used by a future Guernsey-based fencing Club or, failing that, donated to the Guernsey Sports Commission (GSC) or its successor for use at their absolute discretion. In the case of a deficit attributable to a Committee decision, the members of the Committee at the time of that decision shall be equally liable.

11. Guernsey Fencing Representative Body.

The Committee may appoint representatives from the Club to sit on the Committee of any Island-wide representative body set up to represent the sporting interests of Guernsey fencers, subject to the Rules/Constitution of any such body, organization, or union.

12. Indemnity.

So far as may be permitted by law, every member of the Committee (and every Officer of the Club when carrying out duties consistent with their job description) shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution

or discharge of his or her duties or the exercise of his/her powers or otherwise properly in relation to or in connection with his/her duties.

For the avoidance of doubt this does not include expenses incurred by undertaking normal duties such as travel to attend meetings.

The indemnity does extend, however, to any liability incurred by him or her in defending any proceedings, civil or criminal which relate to anything done or omitted or alleged to have been done or omitted by him/her as a member of the Committee or Officer of the Club in good faith and in which judgment is given in his/her favour (or otherwise disposed of without any finding or admission of any material breach of duty on his/her part) or in which he/she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or admission in which relief is granted to him/her by the Court.

13. Other.

The Committee has the right to interpret these rules, and to settle any question not provided for by the rules.

Matters of policy and/or procedure of the Club not specifically covered by this Constitution shall be dealt with in accordance with the policies and procedures of the sport's local governing body (GUE LBG or its successor), and/or the national governing body (BF or its successor) and/or the local States authority (G.S.C or the States of Guernsey Culture and Leisure Department or its successor) where appropriate and practical.

14. Amendments to the Constitution.

Changes to this Constitution may be only be made at an AGM or EGM by a majority of those eligible to vote.

15. Declaration.

The Sarnia Sword Club hereby adopts and accepts this Constitution as a current operating guide in regulating the actions of its members.

Signed:…… **Date**:……..

Name:…….....

Position: Club President

Signed:……. **Date**:……

Name:……..…

Position: Club Honorary Secretary

Appendix One to

Sarnia Sword Club Constitution of June 2025

Committee and Club Officers Committee – Job Descriptions

Job Description – Chairman/President

The Chairman/President is responsible to the members for the overall running of the Club (this includes ensuring that the Club meets its objectives, manages its financial affairs, convenes its meetings, and ensures that the other Officers and Committee members carry out the duties delegated to them).

The Chairman shall:

(a) Oversee the day-to-day running of the Club through delegating tasks to the relevant members of the Committee, or to any other appropriate member of the Club.

(b) Have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. He/she shall have the deciding vote in all such meetings. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting. The Chair shall have the casting vote in the case of a tied vote.

(c) Be an ex-officio member of all sub-committees of the Club.

(d) Represent the Club to official bodies and the media.

(e) Present the Annual Report to the A.G.M.

The President and/or the Committee may appoint, establish or disband such other committees as he/she/ they deem necessary

*** * * * * * * * * * * * ***

Job Description – Honorary Secretary

The Honorary Secretary shall:

(a) Maintain a register of members of the Club.

(b) Give notice of meetings of the members and the Committee, and hold records of all such Meetings.

(c) Draw up Agendas and Minutes of those meetings.

(d) Ensure that British Fencing Club Membership is up to date, and provide a copy of the Calendar of Events and Competitions to British Fencing.

(e) Hold a record of all correspondence to and from the Club.

(f) Organise the Club's Annual General Meeting, and any Extraordinary General Meetings.

(g) Book all Club fencing venues.

(h) Compile and issue the Club Calendar at the beginning of each season.

(i) Compile and issue Club newsletter(s) as requested by the Committee.

(j) Maintain the Club archive and library.

(k) Maintain a list of Club property and trophies (the list of Club equipment should be maintained in liaison with the Club Armourers).

(l) Make sure that the content of the Club's web site is kept up-to-date.

Other Information: The real trick with being Honorary Secretary is to know everything about everyone and everything going on, and then to make sure that the correct people are kept informed.

*** * * * * * * * * * * * ***

Job Description – Honorary Treasurer

The Treasurer shall:

(a) **Keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices.**

(b) **Develop and implement control procedures to minimise the risk of financial exposure..**

(c) **Ensure that bills are paid, and cash is banked, in accordance with the procedures developed under (b).**

(d) **Prepare an annual budget for the Club and regularly inform the Committee of progress against that budget.**

(e) **Ensure that all statutory returns are made.**

(f) **Seek advice, as necessary, on tax matters.**

(g) **Develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibilities.**

(h) **Make the accounts available to the Honorary Certifier prior to the A.G.M, or when instructed by the Committee.**

(i) **Ensure that all subscriptions are collected and accounted for.**

(j) **Ensure that all grants are accounted for.**

(k) **The Treasurer shall give a brief financial report, including an updated statement of the club's accounts, to every Committee Meeting.**

(l) **Other responsibilities include: 1**

- **Sponsorship request co-ordination.**
- **Other money-making activities.**

*** * * * * * * * * * * ***

Job Description - Ordinary Committee Members

In addition to these posts, there are 4 Committee members without any specific role. Ordinary members shall:

(a) Undertake any duties or responsibilities delegated to them by the Committee.

(b) Represent the views of the members at Committee.

(c) Assist the officers of the Club in their duties.

(d) Carry out any specific projects, allocated to them by the Committee.

*** * * * * * * * * * * ***

Job Description – The Beginner's Secretary

Post: Seconded/delegated

(a) Shall be responsible for ensuring that coaches are available to coach beginner fencers,

(b) Shall ensure that their names, details and money are taken by the Club.

(c) He or she will ensure that beginners and intermediates are progressing, and that they are being included in club social activities.

Other information: The Beginner's Secretary is in charge of the beginners and intermediates, which is more challenging than it sounds.

Other responsibilities include:

- **Compiling/maintaining a list of interested/prospective beginners, and passing the information to the Club Secretary to maintain the membership lists.**
- **Making sure that there will be sufficient coaches for a session/course. Issuing joining/welcome packs.**
- **Collecting the money, and passing it on to the Treasurer.**
- **Ensuring that any relevant kit and weapons are available.**

*** * * * * * * * * * * ***

Job Description – The Media/Communications Officer

Post: Elected at A.G.M

The Media/Communications Officer shall:

(a) Be responsible for the web-site build and maintenance, and for other electronic media, such as Facebook.

(b) Take responsibility for Club P.R opportunities.

(c) Liaise with the media and be responsible for the collection and co-ordination of press/media articles and releases.

(d) Forward/distribute communications received through the web site contact address.

(e) Ensure the maintenance of regular communication with the members through the Newsletter.

All releases except for league and competition reports shall be approved by the President.

*** * * * * * * * * * ***

Job description – Men's & Ladies Club Captains

Post: Elected at A.G.M

The Captain (Ladies and Men) shall:

(a) Be responsible for organising Club competitions, and matches against other clubs.

(b) Select Club members for the Club teams.

(c) Record results and individual achievements at matches and events and pass copies of these on to the Honorary Secretary, for inclusion in the club's records.

(d) Liaise with the Media Officer prior to events to publicize the Club and the event.

(e) Liaise with the Media Officer to ensure that the event is reported and recorded.

(f) Liaise with the Club Armourer to ensure the transport and availability of Club equipment required for the event/competition.

(g). Present a report at the A.G.M of members' competitive achievements.

*** * * * * * * * * * ***

Job Description – Club Armourer

Post: Elected at A.G.M

The Club Armourer shall:

(a) Maintain a register of all Club Equipment.

(b) Maintain and repair all Club electrical and other fencing equipment to ensure that it conforms to British Fencing and F.I.E regulations.

(c) Prepare a budget/costing for new equipment procurement or existing equipment replacement.

(d) Procure equipment for/on behalf of the Club (in all cases with the approval of the Committee).

(e) Assist and advise Club members in the repair and maintenance of their personal equipment.

(f) Ensure that Club equipment is made available, in sufficient quantity, for Club nights, competitions and matches.

*** * * * * * * * * ***

Job Description – Safety Officer

Post: Seconded/Delegated

The Safety Officer shall:

(a) Be responsible for maintaining the Club's safety procedures.

(b) Bring to the attention of the Committee ways to improve safety.

(c). Present at the A.G.M a statement of the Club's safety record.

***This is a new/suggested post*. The Safety Officer would also compile the Club safety procedures and carry out a risk assessment of both activities and venues.**

*** * * * * * * * * * ***

Job Description – Club Welfare Officer

Post: Seconded/Delegated

The Club Welfare Officer should:

- **Hold any necessary qualifications to comply with British Fencing, Guernsey Union d'Éscrime LBG, Guernsey Sports Commission, and any other local, Guernsey-based requirements**
- **Have an understanding of, and support for, the introduction/maintenance of a Child Protection Policy.**
- **Have an understanding and appreciation of the need for confidentiality.**
- **Have the ability to follow procedures and to know when to seek advice, and not rely solely on their own judgment.**

The Club Welfare Officer is expected to fulfill the following tasks:

(a) **To ensure that all persons working with children and young people at the Club are fully aware of what is required of them within the protocols of the Policy/Code of Good Practice.**

(b) **To conduct the administrative work associated with processing information on new coaches/organisers.**

(c) **To liaise closely with Club youth coaches, ensuring that agreed procedures for the prevention of risk are followed.**

(d) **To counsel/advise the Club on matters of policy relating to Child Protection.**

(e) **To act as the contact person on matters relating to Child Protection at the Club.**

(f) **To carry out full investigative and reporting procedures in the event of any case of poor practice or abuse, in accordance with relevant regulations.**

*** * * * * * * * * * ***

Job Description – Foil, Epée, Sabre & Veterans League Organisers

Posts: Elected at A.G.M

The League Organisers shall:

(a) **Be responsible for the technical organisation of the Club Leagues.**

(b) **Supply and publish the league rules to the Committee for (approval and) dissemination to the members.**

(c) **Have an obligation to ensure that the rules are adhered to; they cannot decide on any departure from the rules except in circumstances in which it would be impossible to apply them.**

(d) **Check the entries.**

(e) **Liaise with the Club Armourer to ensure that sufficient equipment is made available to run the event.**

(f) **Draw up the pool sheets according to the league rules.**

(g) **Supervise the start and progress of the event.**

(h) **Examine and solve complaints.**

(i) **Examine and solve complaints.**

(j). **Check and disseminate results.**

(k) **Record and forward results to the Media Officer and Club Secretary.**

*** * * * * * * * * ***

Job Description – Coaches' Coordinator

Post: Elected by the Club Coaches

The Coaches' Coordinator, in liaison with the Club Coaches, shall be responsible for:

(a) Organising the Club Coaches' Meetings - at the beginning of, and in January, of each season.

(b) The establishment of a coaching policy within the Club.

(c) The establishment of a coaching structure.

(d) The establishment of a coaches' education programme.

(e) The promotion of an interest in coaching fencing

(6). Advising the Committee on all matters relating to coaching.

N.B: The Coaches coordinator should hold appropriate qualifications – at least Level 2 in one or more weapons.

* * * * * * * * * *