



FireSport UK - United Kingdom

TRUST INSTRUMENT AND RULES

December 1974 (as amended by AGM 1976, 1977, 1978, 1979, 1980, 1981, 1993, 1996, 2006, 2007, 2015 and confirmed in accordance with Rule 43)

Name

1. The Association shall be designated "Fire Sport - United Kingdom" hereinafter referred to as "FiresportUK" (May be abbreviated to FS-UK)

Objects

2. a) To encourage all forms of sport and athletics, both indoor and outdoor, for the benefit of serving and retired members of the Fire & Rescue Service of the United Kingdom, the Channel Islands and the Isle of Man, and to promote, organise, and do all things necessary to provide, establish and support competitions, championships and events of a like nature, including the provision of trophies and raising funds. FiresportUK will promote diversity and equality in participation in sport in the Service.

b) Such activity may be carried out in co-operation with Fire & Rescue Service as defined in Rule 4a) Sports and Athletics Associations, or with any other persons or organisations. For this purpose FiresportUK may be a member of the European Fire Service Sports Federation (or their successor); or other appropriate international body as may be approved by the Assembly.

Definitions

3. In these Rules the following expressions shall have the following meanings:

"District" means a district of the United Kingdom, the Channel Islands and the Isle of Man, as defined from time to time by the Association at a General Meeting of the Association.

"Retired Member" means a member of a Fire & Rescue Service as defined in rule 4 a) whom, having not less than 5 years service, has retired from that Fire & Rescue Service or has received a pension.

"The due date" means the 1st July in each year.

"The proper rate" means the amount payable in respect of each member of the club for each twelve months as decided by the Annual General Meeting of the Association or District preceding the 1st April in each year.

Membership

4. Subject to compliance with Rule 25 and such other conditions as may be approved by the Annual General Meeting from time to time, membership of FiresportUK shall be in accordance with the following:-

a) Membership of FiresportUK shall be limited to the sports club (by whatever name called) of the Fire & Rescue Services maintained by Fire Authorities constituted under statutory enactments in force for the time being which provide for public local fire services in the United Kingdom, the Channel Islands and the Isle of Man. Notwithstanding the foregoing, for the purpose of these Rules, the Fire Service College at Moreton-in-Marsh, Gloucestershire shall be regarded as a Fire & Rescue Service. Only Members of Members Clubs who are serving or Retired Members of the said Fire & Rescue Services shall be eligible and entitled to enjoy the benefits arising from membership of FiresportUK by Member Clubs.

b) Every such Club, before being admitted to membership, shall satisfy the Assembly as to its constitutions and shall lodge a copy of its rules with the Honorary General Secretary of FiresportUK.

c) Any other club for whatever purpose and wherever constituted may apply for affiliation with FiresportUK which may be granted by the National Executive Committee subject to ratification at the next following Assembly Meeting by a simple majority. Any club granted affiliated status shall be afforded all the benefits of full membership of FiresportUK save that it shall not be empowered to appoint members of the Assembly.

d) Clubs whose membership fee is:

(i) Not paid by the due date of or

(ii) Paid at less than the proper rate shall be suspended from membership of FiresportUK. The terms upon which a suspended club may resume membership of FiresportUK shall be decided by the Assembly in each case.

e) Bona fide membership of member Clubs shall be limited to the following categories of person:-

(i) All uniformed (wholetime/retained/volunteer) and non-uniformed personnel solely employed for fire & rescue service purposes for fire authorities as defined in 4 a) above.

- (ii) All retired members as defined in Rule 3.
- (iii) All other non-uniformed personnel who are employed in a local authority Direct Service Organisation (DSO) or by any other body and who are employed solely for the purposes of providing support services to a Fire Authority as defined in 4 a) above provided that such personnel were previously directly employed under a contract of employment with the Fire Authority itself to provide such services.
- (iv) All personnel who are employed on a temporary basis by a Fire Authority as defined in a) above solely for fire & rescue service purposes, provided that no person shall be eligible under this category to compete in any competition or activity organised under the auspices of FiresportUK after the temporary employment has ceased.

No individual shall be allowed to be a member of more than one Member Club at the same time.

- f) Neither a member of a club suspended under Rule 4d) nor any other person who is not a bona fide member of a Member Club may compete in any competition or activity organised under the auspices of FiresportUK, and it shall be the duty of the Member Club to ensure that all competitors comply with this rule. Dispensation from compliance with the rule may be given in writing by the Chair of FiresportUK, in respect of a specific event or competition, upon application made by the Honorary Secretary of the Member Club and may be given in respect of individuals or groups of individuals, the Chair's decision in all cases to be binding.

The Assembly of the Association

5. a) The Management of FiresportUK shall, subject to any other express provision contained in these Rules, be undertaken by the Assembly which shall consist of serving members appointed annually as follows:-

(i) From each active District, one member of the Chief Fire Officers Association (CFOA) appointed by the members of CFOA employed in that District. For the purpose of these Rules, London Fire Brigade is to be considered as a District in its own right.

(ii) From each active District, other than the London and Scotland Districts, one member of a member club who is not a CFOA member appointed by the member clubs in that District.

(iii) From each of the London and Scotland Districts, two members of member clubs who are not CFOA members appointed by the member clubs in that District.

(iv) From each sports section two members nominated by the section AGM, one of whom shall be a member of the Chief Fire Officers Association.

(v) The Officers of FiresportUK viz: The Chair, Vice Chair, Honorary General Secretary, Honorary Minutes Secretary, Honorary Treasurer, Honorary Technical Officer and Public Relations and Co-ordinating Officer.

(vi) The immediate predecessor of the Chair of FiresportUK.

b) The Assembly may, from time to time, appoint to the Assembly up to four persons, who need not be serving members, who in the Assembly's estimation, have special expertise to bring to bear on matters discussed by the Assembly.

c) The National Executive Committee may appoint, on behalf of the Assembly, persons paid from FiresportUK accounts to promote and undertake work for FiresportUK.

6. The Assembly shall nominate annually a Chair, Vice Chair, Honorary General Secretary, Honorary Minutes Secretary, Honorary Treasurer, Honorary Technical Officer and Public Relations and Co-ordinating Officer who shall be officers of FiresportUK. Their appointments shall be subject to approval at the Annual General Meeting.

7. The Assembly may nominate assistant officers as may from time to time be necessary, who may be full members of the Assembly only if they are also District Representatives.

8. The Assembly shall be responsible for all matters of policy affecting FiresportUK subject to any directive given by the Annual General meeting, such directive to be in the form of a resolution only to be binding on the Assembly if passed by a majority of delegates voting at the Annual General Meeting.

9. The Assembly shall meet at least once in every year.

10. Save in the case of a casual vacancy when an appointment shall take immediate effect, membership of the Assembly shall take effect from the date of the Annual General Meeting next following the appointment of a member. At least nine persons shall be present at any meeting of the Assembly to constitute a quorum.

Presidents and Vice Presidents

11. The Assembly shall nominate a President and Vice President annually whose appointments shall be

subject to confirmation by the Annual General Meeting.

Authentication of Documents

12. Any documentation requiring authentication on behalf of FiresportUK shall be deemed to be sufficiently executed, if signed by the Chair or Vice Chair and by the Honorary General Secretary or the Honorary Minutes Secretary.

13. a) In addition to a National Executive Committee the Assembly may, at its discretion, appoint such committees and sub committees as it deems necessary for the efficient carrying out the business of FiresportUK. The Assembly shall decide by resolution the membership, constitution and terms of reference of such committees and sub committees and shall be responsible for ensuring the proper conduct of FiresportUK's business by them, in accordance with the Rules of FiresportUK.

b) In each active District a committee to be known as the District Committee shall be appointed consisting of one member nominated by each Fire & Rescue Service Sports Club in that District which is a member of FiresportUK, except that in the case of a Fire & Civil Defence Authority, additional members may be appointed at the discretion of the District Committee, and London and Northern Ireland where special arrangements may apply. A District will be deemed to be active if it holds at least one competition per year and is governed by a committee constituted in accordance with this rule.

14. The Chair and the Honorary General Secretary of FiresportUK in respect of the Assembly, all committees and sub committees, and the Chair or Secretary of a committee, or any two members of the particular committee or sub committee shall have the power at any time to call a meeting of the Assembly or of their respective committee or sub committee upon giving seven days notice in writing of the proposed meeting and of the business proposed to be transacted at the meeting.

15. The Chair and the Honorary General Secretary shall have the power to deal with all matters of an urgent or emergency nature and may, in consultation with the chair and secretaries of committees and sub committees as appropriate, take decisions on all matters that require major changes of policy. In every case where the powers given by this rule are exercised, a report shall be made to the next meeting of the Assembly for information.

National Executive Committee

16. The Assembly shall appoint annually a National Executive Committee which shall consist of the Chair,

their immediate predecessor as Chair, Vice Chair, Honorary General Secretary, Honorary Minutes Secretary, Honorary Technical Officer, Public Relations and Co-ordinating Officer and six other members of the Assembly. In addition the Committee may exercise discretion to co-opt not more than four persons, one of whom should be a member of Women in the Fire Service, who are considered to have special expertise to bring to bear on matters discussed by the Committee. Such persons would be subject to annual re-appointment and would not have voting powers. For the purpose of meetings of this Committee, four shall form a quorum.

17. The National Executive Committee shall be responsible for the day-to-day administration of FiresportUK's business within the policy laid down by the Annual General Meeting. The Committee shall meet not less than twice a year and may meet as often as the Chair and Honorary General Secretary shall deem necessary for the efficient transaction of FiresportUK's business.

Other Committees

18. The Chair, Vice Chair, Honorary General Secretary and Honorary Treasurer shall be ex-officio members of all committees and sub committees of FiresportUK other than the National Executive Committee.

19. Committees whose terms of reference relate to a specific sport or activity shall be known as Sectional Committees. Sectional Committees shall appoint a chair, secretary and treasurer and shall be responsible for selection of teams and individuals to represent FiresportUK in the sport or activity with which they are concerned and shall be responsible for the general management and control of their respective sections. Meetings of the Sectional Committees shall be called by a Committee Secretary with the consent of the Chair of the Committee as and when those officers so decide shall meet, not less than once a year.

a) Sectional Committees may appoint Sub Sectional Committees who shall be responsible for the affairs of the four nations i.e. England, Northern Ireland, Scotland and Wales.

b) The Chair or Treasurer of a Sectional or Sub Sectional Committee shall be an employee of a Fire Authority as defined in Rule 4a).

c) Sub Sectional Committees shall provide to the Sectional Committee minutes of all meetings and a statement of accounts which shall be presented to the Sectional Committee AGM.

Annual and Special General Meeting

20. The Annual General Meeting of FiresportUK shall ordinarily be held not later than 31st July in any one year. The Honorary General Secretary shall summon such meetings, upon the instruction of the Assembly, by giving notice in writing of the date, time and venue of the meeting at least two months and in advance of the proposed date.

21. Notice of any business to be considered by the Annual General Meeting, including Notices of Motion, shall be sent to the Honorary General Secretary in writing within 14 days of the issue of the summons for the Annual General Meeting. It shall be the duty of the Secretary of any member club to ensure that the Honorary General Secretary received such notice which shall include particulars of the business to be included in the agenda together with a financial statement where appropriate. The Honorary General Secretary shall prepare the agenda for the Annual General Meeting and shall publish it at least 14 days prior to the Annual General Meeting.

22. The business to be transacted by the Annual General Meeting shall include the following:-

- a) To confirm the Minutes of the previous Annual General Meeting and any Special General Meeting held during the past year.
 - b) To receive the Report of the Assembly.
 - c) To receive the Report of the Treasurer.
 - d) To appoint an auditor who shall be a qualified accountant.
 - e) To appoint an Honorary Solicitor
 - f) To confirm the appointment of officers nominated by the Assembly in accordance with Rules 6 and 7.
 - g) To transact business on the agenda for which due notice has to be given in accordance with Rule 21.
 - h) To transact any other business, provided that leave to consider any business for which notice has not been given under Rule 21 is given by the Annual General Meeting. In the event of such leave not being given the proposer may ask that the business concerned shall be to the National Executive Committee, in which event the National Executive Committee must consider that business at its next following meetings.
23. Upon receipt of a requisition by at least ten member clubs, duly endorsed by the signatures of the respective chair and secretary, the Honorary General Secretary must summon a Special General Meeting giving at least 14 days and not more than

21 days notice of the date, time and place and details of the business to be considered. A Special General Meeting may also be called at the discretion of the Assembly, in which case the notice required must be at least 7 days, but in all other respects the requirements of notice shall be the same.

24. The power to vote at Annual and Special General Meetings shall be restricted to members of the Assembly and 1 (one) representative of each member club. In the event that the votes cast for and against any proposition are equal, then the Chair shall have a second casting vote.

a) Proxy Voting

Proxy voting may be allowed at any FSUK meeting subject to the person(s) holding the proxy vote providing a written statement from the member club or district they represent authorising the proxy vote, duly signed by the chair and secretary of the member club or district.

25. a) in respect of each of the bona fide members (as defined in Rule 4e)) of a member club (as defined in Rules 4a) and c)) there shall be paid an annual fee:-

(i) to the Assembly at such a rate as may be determined by the Annual General Meeting of the Association from time to time; and

(ii) to the appropriate District Committee at such a rate as may be determined by the Annual General Meeting of the District Committee from time to time.

Fees payable in accordance with this rule shall be paid to the Honorary Treasurer not later than the due date in respect of each 12 months commencing 1 April.

c) Provided the Assembly, in respect of particular fire and rescue services may, on a recommendation of the National Executive Committee, direct the payment rate, other than that determined under sub paragraph a) (i) and may recommend a variation in respect of sub paragraph a) (ii) of this paragraph.

26. The Assembly shall control the funds of FiresportUK in accordance with the policy laid down by the Annual General Meeting from time to time.

27. No committee, group or individual, shall obtain or seek to obtain in the name of FiresportUK, any funds, property or services, without the prior approval of the National Executive Committee and all such funds, property or services so acquired shall be the responsibility of the appropriate sectional or sub sectional committee (as defined in Rule 19 and 19b) and, together with all other funds or property of FiresportUK, shall be applied towards the furtherance of FiresportUK's objects and shall not be available for distribution amongst members of FiresportUK.

a) Sectional and sub committees, two weeks prior to agreeing contracts between themselves and other organisations, where the title of FiresportUK is to be used for fund raising purposes, should register the contract with the National Executive Committee for approval.

28. The Honorary Treasurer shall hold to the credit of FiresportUK, all monies received and the funds shall be vested in the name of Fire Sport - United Kingdom.

29. The financial year shall be 1st April to 31st March and the accounts made up to 31st March and, after being audited, the Annual Financial Statement shall be prepared there from.

a) The financial year for Sectional and Sub Sectional Committees shall be 1st January to 31st December.

30. All accounts except petty cash accounts shall be paid by cheque and signed by the Honorary Treasurer and any one of the following officers: the Chair, Vice Chair, and Honorary General Secretary.

31. The Honorary General Secretary and Honorary Treasurer shall keep such cash and stock books as approved by the auditors. Receipt books shall be used to acknowledge all monies received on behalf of FiresportUK.

a) Records of all transactions, receipts, statements, bank books, etc. shall be kept for a minimum of six years.

32. The financial rules shall apply to sectional and sub sectional committees.

33. The Honorary Secretary of each sectional committee shall submit to the Assembly, before the 28th February each year, audited accounts for that section together with an inventory of the assets of that section (and sub section where applicable).

a) The Honorary Secretary of each sectional committee shall submit to the Assembly, before the 28th February each year, an application for that section's annual grant, together with a statement of projected income and expenditure for the forthcoming

year and a copy of the minutes of the last AGM.

Property

34. FiresportUK shall be empowered to hold land for the purposes of FiresportUK and may acquire, sell, mortgage or in any other way deal with land.

35. Any land acquired or held by FiresportUK shall be vested in the Chair and Vice Chair and the Honorary General Secretary for the time being as trustees and may be sold, leased mortgaged or otherwise dealt with by the trustees as the Assembly of FiresportUK from time to time direct.

36. Upon the death of a trustee or upon the retirement of a trustee, the Assembly of FiresportUK may appoint a new trustee pending the election of a new officer to the post formerly occupied by the deceased or retiring trustee.

Affiliation

37. FiresportUK and, where a sport has a registration or affiliation scheme, subsections shall be affiliated to the governing associations and societies of all sports and athletics sponsored by FiresportUK.

Championships

38. Team and individual championships or competitions promoted by FiresportUK may be held annually, subject to the approval of the Assembly under rules and regulations of the respective governing associations or societies.

Challenge Trophies

39. All challenge trophies shall remain the property of FiresportUK (subject always to the provision of Rule 44) but member clubs will be responsible for their safe custody and return to the Honorary General Secretary on demand.

40. No challenge trophy will be taken out of the British Isles without the permission of the Assembly.

41. The Honorary Treasurer shall arrange for the insurance of all trophies under the direction of the Assembly.

Minute and Record Book

42. The Honorary Secretaries of the Assembly and the committees shall keep minutes of all proceedings and the Honorary Secretaries of the sectional and sub sectional committees shall keep a record of details and results of all events promoted on behalf of

FiresportUK.

Alteration to Rules

43. The rules of FiresportUK shall not be altered or revoked except by a two thirds majority of votes cast at an annual general meeting or special meeting convened to consider proposals for such alteration or revocation.

Dissolution

44. In the event of dissolution, the assets remaining will be devoted to whatever purpose is decided by the Assembly of FiresportUK provided always that challenge trophies shall first be offered back to their original donors where known.

45. A resolution for dissolution of FiresportUK may only be passed by a two thirds majority of those present and voting at a Special General Meeting call specifically for the purpose of considering the proposed dissolution.